



POWERPOINT MASTERCLASS: CREATING IMPACTFUL BUSINESS PRESENTATION

📅 Every Saturday | 🕒 9:00AM – 5:30PM PKT | 📍 Venue: PIQC Institute of Quality (Karachi Office)

COURSE OVERVIEW

The competition of today's business world demands organizations to be at their top level. With the advent of new technology, PowerPoint presentations have served as an unparalleled tool to reinforce the organization's brand image and engage the audience with business pitch and leave an everlasting impression on their minds.

In this one-day instructor-led workshop, participants will use advanced power point techniques to create beautiful, dynamic and visually-impactful presentations, learn how to structure a presentation, to include insights and supporting data. At the end of the session, participants will be provided with a business problem, and a set of basic excel charts, pictures which they will need to transform into a presentation and deliver to the audience.

LEARNING OUTCOMES

Upon successful completion of this course, participants will be able to:

- ✓ Apply the principles of professional presentation design
- ✓ Construct and develop compelling visual slides for maximum audience engagement
- ✓ Design and build slides effectively and efficiently for multiple uses
- ✓ Create a dynamic presentation that will WOW your audience
- ✓ Learn how to communicate effectively with visual and verbal tools

COURSE CONTENT

- Introduction to PowerPoint
- The Science of Effective Presentation
- Do's & Don'ts of Presentation
- Using Charts, Tables and SmartArt Graphics
- Design Presentation
 - Selecting and Applying Themes
 - Building and Modifying Templates
 - Building Custom and Advanced Slide Masters
 - Adding Header/Footer to Notes and Handouts
- Use of Multimedia
 - Advanced clip art and Drawing Techniques
 - Insert Images, Movies, Illustrations and Sound
 - Picture Formatting
 - Screen Recording
 - Edit Text, Objects and Media Clips
 - Slide Transitions
- Advance Presentation Techniques
 - Adding Special Effects and Animations
 - Animate Text, 2D/3D Objects and Videos with Timings
 - Start, Set, Record and Rehearse Slide Show
 - Create and Remove a Hyperlink
 - Setup Review Cycles
 - PowerPoint Zoom
- Review, View, Share and Secure Presentation
 - Add and Delete Comments
 - Translate Text
 - Slides, Handouts and Notes Master
 - Compress, Change and Reset Pictures
 - Share Presentation with a Remote Audience
 - Encrypt Presentation and Grant Permissions
 - Add Digital Signature
 - Create Video, PDF and Handouts
- Individual & Group Exercises

WHO IS THIS COURSE FOR?

- Beginners to Experts who want to build content heavy, professional presentations to pitch business in fun, engaging and impactful way

PRE-REQUISITES

Learners are expected to possess:

- Determination to expand their presentations skills
- Working knowledge of basic PowerPoint
- Laptop with Windows based version of MS PowerPoint 2016 or 2019 (Office 365)

ABOUT TRAINER



Farhan Shariff is Director Business Development & Strategy at PIQC Institute of Quality. Previously, he has worked for multifarious industries including Power Utility, Oil & Gas and Electrical & Electronics Conglomerate company with over 12 years track-record of initiating and delivering sustained results in the field of operational excellence, process improvement, management system consultancy and trainings.

As a certified master trainer, he has designed and delivered trainings in areas of Lean Six Sigma, TQM, TPM, 5S, QHSE Management System, Cost of Quality, SPC, IMS Internal Audit, Customer Focus, Creative Problem Solving & Decision Making, Communication & Presentation Skills for diverse clientele including but not limited to K-Electric Ltd., DUHS,

Pakistan Petroleum Ltd., Siddiqsons Ltd., Agriauto Industries Ltd., MAL Pakistan, SUPARCO, KTDMC, Bayer Pakistan, Pakistan Cables, Novartis Pharma, Roche Pakistan, Pakistan Airforce, and SSANGYONG Engg. & Construction.

Farhan holds degree in MBA (Marketing and Supply Chain) from IBA, Karachi and BE (Electrical Engineering) from NED UET. He has dynamically potted his career with various leading international certifications such as Certified Lean Six Sigma Master Black Belt, Black Belt, Green Belt, Certified NLP Practitioner, NEBOSH IGC, Lead Auditor ISO 9001 & ISO 45001.

ABOUT PIQC

PIQC Institute of Quality was established in 1991 by a group of Quality professionals dedicated to the field of Quality. Over the past three decades, the Institute has earned the national and international credibility and is considered Pakistan's leading and most authentic institute for professional development in the field of Quality.

WHY TRAIN WITH PIQC ?

We have provided corporate advisory, training, and consultancy services to more than 500 companies and trained more than 50,000 personnel in Pakistan and abroad in the areas ranging from Quality Control to Quality Assurance, TQM, Lean Six Sigma, Lean Manufacturing, Total Productive Maintenance, HSE, HR Management, Project Management, Labor Laws, and Healthcare Quality to mention few.

WHAT'S INCLUDED?

- ✓ Course Material
- ✓ PowerPoint Infographic Templates
- ✓ Certificate of Participation
- ✓ Lunch & Refreshments
- ✓ Business Networking Opportunity

FOR REGISTRATION AND FURTHER DETAILS:

PIQC Institute of Quality | Karachi Office

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