

Visual Story Telling with Microsoft PowerPoint

Course Code

SSBS180

Duration

1 Day

Format

Classroom | Virtual

Overview

This interactive workshop combines visual storytelling, PowerPoint best practices, and presentation skills to help you communicate with clarity, confidence, and impact. Participants will learn how to craft and deliver engaging presentations.

The course will guide you in elevating your PowerPoint presentations by using effective storytelling techniques. You'll learn how to create slides that capture attention, maintain audience interest, and leave a clear, action-focused takeaway.

Objectives

What Participants Will Learn:

- Defining and shaping your message before designing your slides
- Structure and design simple, impactful PowerPoint slides
- Use Copilot to support story development and refine messaging
- Practical guidance for confident and impactful delivery

During the Training:

- Participants will engage in simple hands-on tasks/activities to follow alongside the trainer.
- Trainer will address participants' questions throughout the session.

Content

Visual Storytelling:

- Story before slides: defining the core message.
- Structuring a clear beginning, challenge, outcome
- Designing slides that support clarity and impact.
- Common slide mistakes and how to avoid them

Who Should Attend

This course is intended for anyone who would like to improve their storytelling skills by using PowerPoint.

Prerequisites

This course assumes that the user understands the basics of using a Windows-based computer. Users should be comfortable using the keyboard, mouse, and Start menu.

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Copilot in Practice:

- Using Copilot as a thinking partner for story structure
- Refining slide headlines and messaging
- Simplifying content for clarity and impact

Designing Clear & Impactful Slides:

- Slide layout best practices.
- Using whitespace and alignment
- Visual hierarchy (what to emphasize and how)
- Choosing colours, fonts, and themes effectively
- Redesign slides for impact.
- Infographics, SmartArt and Icons for storytelling
- Charts: formatting and enhancement
- Slide transitions and animations (when and when not to use)

Presenting with Confidence and Impact:

- Adapting your approach for different audiences, including senior stakeholders
- Crafting strong openings, clear messages, and memorable closes
- Managing nerves and building presentation confidence
- Responding effectively to questions and feedback