

AI-Powered PowerPoint Presentation Skills - 24-Hour

Target Audience

Professionals seeking advanced presentation skills with a strong focus on AI integration.

Overall Focus

Visual storytelling, data-driven presentations, AI tools (PowerPoint Designer, Copilot, third-party apps), productivity techniques, and confident delivery.

Prerequisites

Participants should ideally have:

- Basic working knowledge of PowerPoint
Comfortable navigating the interface, inserting text and images, and saving files.
- Familiarity with Microsoft 365 environment
Understanding tools like OneDrive, Word, or Excel—especially for collaboration and Copilot integration.
- Access to Microsoft 365 with Copilot enabled (optional but ideal)
To practice using generative AI features within PowerPoint.
- General computer literacy
Basic file management, online browsing, and using web-based tools or plugins.
- A laptop with Microsoft PowerPoint installed
Preferably the latest version supporting Designer and Copilot features.

Program Content (24 Hours)

1. **Designing with Visuals and Infographics** – 1.75 hours
 - SmartArt, Icons, Libraries (FlatIcon, TheNounProject)
 - Principles: flow, hierarchy, simplicity
2. **Tables, Charts, and Graphs** – 2.00 hours
 - Native chart tools, formatting techniques
 - Animated data reveals
3. **Multimedia Integration** – 1.75 hours
 - Embedding/managing videos, audios, recordings
 - Transitions and best practices
4. **AI-Powered Slide Suggestions** – 1.00 hour
 - PowerPoint Designer
 - AI-generated titles, layouts, and visual enhancements
5. **Soft Skills: Designing to Communicate** – 1.00 hour
 - Psychology of visuals
 - Slide logic and persuasive messaging
6. **AI-Generated Infographics & Visuals** – 1.75 hours
 - Copilot, Canva Magic, Visme, Beautiful.ai
 - Prompt-based infographic generation
7. **Master Slides and Custom Templates** – 2.00 hours
 - Branded templates
 - Embedding AI-generated themes
8. **Interactive and Non-linear Presentations** – 1.75 hours
 - Hyperlinks, triggers, branching logic
 - Audience-driven navigation
9. **Generative AI Tools for Productivity** – 1.00 hour

- Copilot for decks, summaries, and conversions
- 10. **Soft Skills: Presenting with AI Assistance** – 1.00 hour
 - Presenter Coach
 - Live subtitles, AI feedback tools
- 11. **Personalizing Presentations with AI** – 1.75 hours
 - Role/industry-based adaptation
 - Scalable personalization with Copilot
- 12. **Storyboarding with AI Tools** – 2.00 hours
 - ChatGPT, Copilot for visual planning
 - Business goal mapping
- 13. **Voice, Script, and AI Support Tools** – 1.75 hours
 - Scriptwriting, AI voiceovers
 - Speaker notes, cue cards
- 14. **AI-Enhanced Feedback and Continuous Improvement** – 1.00 hour
 - Presenter Coach, engagement metrics
 - AI-based versioning
- 15. **Capstone Challenge** – 1.00 hour
 - Group presentations using AI tools
 - Live critique with AI feedback and peer review

Learning Outcomes

By the end of this training, participants will be able to:

PowerPoint and Visual Design Skills

- Design visually compelling slides using infographics, SmartArt, charts, and multimedia
- Create branded templates and master slides for consistent, professional output
- Apply advanced transitions, animations, and interactivity for engagement

AI Tools Mastery

- Use PowerPoint Designer and Microsoft 365 Copilot to automate and enhance slides
- Generate decks from text outlines, meeting notes, or raw data using AI
- Personalize presentations using AI suggestions based on audience or context

Infographic & Data Storytelling

- Convert data into visual formats using PowerPoint and tools like Beautiful.ai, Canva Magic
- Create impactful infographics combining PowerPoint tools and generative AI

Productivity & Customization

- Streamline formatting, summarization, and optimization using AI tools
- Build dynamic, audience-driven presentations using hyperlinks and non-linear navigation