SHARPN

COURSE OUTLINE

AI as a precision tool

Better PowerPoint, faster.
One method. Delivered in Copilot or Claude.



Why take this course?

Your organisation has given you an AI tool, such as Microsoft 365 Copilot, Claude, Gemini or ChatGPT. You've asked it to "make a deck". And you got slides that ignore your template, your brand and your message. You write slide documents for demanding stakeholders, inside and outside your organisation. You want to be quicker and more confident with AI. But not at the cost of quality or control.

Learning objectives

- Understand what AI can and can't yet do well in PowerPoint, and where your judgement matters most
- Build the habit of directing AI on specific tasks, rather than handing over control
- Brief the AI properly: purpose, audience, and what stakeholders must remember and do
- Use AI to shape the storyline and write clear, insight-led titles in your own voice
- Build on-brand slides, visuals and charts in your own template, and fix what the AI gets wrong
- Use AI as a sceptical reviewer, and hand off the repetitive jobs it does well

Course content

SET-UP

Getting ready to work with AI

- What good looks like, and why AI needs it spelled out
- Your "AI team" of roles, from coach to critical reviewer
- A project or notebook as your deck's memory
- Set-up for your edition: Copilot or Claude

ACTIVITY
Setting up your project or notebook

PART 1

Brief the AI, then plan

- Document, presentation or something in between
- The 1-2-3 framework: stakeholders, what they must remember, what they must do
- Letting the AI interview you
- Storyline and outline
- Headlines, not labels

ACTIVITY
Briefing the AI and building the outline for your deck

Course content
continued

PART 2

Build slides on brand

- Working with your template, fonts and theme colours
- Writing in your own voice, and spotting AI tone tells
- Turning the outline into slides
- Checking and fixing what the AI gets wrong

ACTIVITY
Building slides from your outline in your template

PART 3

Visuals

- Icons, images and illustrations
- Diagrams as native, editable PowerPoint shapes
- Keeping visuals consistent and on brand

ACTIVITY
Auditing the visuals in your deck, and creating a consistent icon set

PART 4

Data

- Choosing the right chart for the message
- Building charts in your theme style
- Sense-checking the numbers, so the conclusion is true

ACTIVITY
Choosing the right chart for your data, and building it in your theme style

PART 5

Review

- AI as a demanding critic
- Writing and checking the executive summary
- Consistency checks across the deck
- Testing the deck against stakeholders' likely questions
- Accessibility and file clean-up

ACTIVITY
Checking your executive summary, and running a critical review of your deck

PART 6

Productivity

A tour of tasks that used to be fiddly, such as:

Bulk changes | Tidying | Merging templates | Navigating large documents | Reusing prompts

ACTIVITY
Trying one productivity task on your deck

PART 7

Present

- Speaker notes
- Rehearsing with the likely-questions list
- PowerPoint's own rehearsal tools

ACTIVITY
Drafting speaker notes for your deck

Training delivery

- Presentation, with examples of good practice
- Live demonstrations in Copilot or Claude, to match your edition
- Hands-on exercises in every part, on a real deck of your own or a tailored case study
- Group discussions

How it runs

Format

One day in person, two half days about a week apart, or two virtual sessions of about three hours. Virtual sessions can run in any time zone.

Group size

8 to 12, so everyone gets help during the exercises.

One method, your tool

A Copilot edition or a Claude edition. Gemini and ChatGPT on request. The method and exercises are the same. The edition changes the demos, the set-up, the prerequisites and the tool tips.

Your template, your industry

Case studies are tailored to your organisation and built in your own template. Or people bring a real deck of their own.

What you'll get



A starter prompt pack for your AI tool, covering each step from brief to presentation



Case study packs for the exercises, tailored to your organisation



A detailed handout based on the course slides

What you need

- A paid AI tool for your edition. Copilot edition: a full Microsoft 365 Copilot licence. Claude edition: a paid Claude plan. Gemini or ChatGPT: a paid plan. The free versions are too limited.
- Some experience: PowerPoint basics, some use of your AI tool, and awareness of your organisation's AI policy.
- Your template and AI policy, shared in advance, so the course can be tailored. A full prerequisites list for your IT team is available on request.
- Two minutes for a short survey before the course.

Bring this course to your team

Book a short call to talk through your team, your tool and your template.

View all courses