SHARPN

COURSE OUTLINE

High Impact Slide Documents



Slide documents people read and act on. A one-day course.

Why take this course?

You write slide documents that people read on their own, without you there to explain them. They carry complex, critical information. And too often the message gets lost in the bullet points. Maybe you're already having some success using AI to help build decks. But you want to understand what you should be aiming for: what good looks like. This course gives you that standard, whether you build slides yourself or direct an AI to do it.

Learning objectives

- Understand the role memory plays in how people absorb slides, and plan your deck around it
- Build the habits of decluttering and tidying, so slides are easier to digest and look higher quality
- Build the habit of emphasising key information, so your audience remembers it
- Learn to simplify slides, tables, colour and bullets
- Learn formatting tips for text-heavy slides
- Practise PowerPoint techniques that make good slides quicker to build

Course content

PART 1

Planning for what you need to achieve

- Being clear on the outcomes you need
- The limits of human memory, and how to plan around them
- A simple approach to planning a slide deck

ACTIVITY

Identifying the outcomes from an unclear example

PART 2

Simplifying slides for clarity and quality

- Decluttering: what you can safely remove from slides
- Tidying: alignment and consistency
- Colour, and how to keep it simple and effective
- What to do instead of lots of bulleted text
- Getting the right balance of information

ACTIVITY

Decluttering and tidying two or three slides

Course content
continued

PART 3

Making the key points land

- The hierarchy of information, and formatting that makes it clear
- Making key slides stand out with colour or images
- Better slide titles, to drive the narrative

ACTIVITY
Adding emphasis to two or three slides

PART 4

PowerPoint techniques

Hands-on practice with the features that save you time. Each group picks its topics on the day, such as:

Formatting tables · Simple AI tasks · Icons in table cells · Formatting icons · Slide Master · Slide Guides · Animations and transitions · Quick Access Toolbar · Keyboard shortcuts

ACTIVITY
Follow-along practice in PowerPoint

Training delivery

- Presentation, with plenty of before-and-after examples in your template
- Live demonstrations and follow-along worked examples
- Hands-on exercises, with 1:1 help from the trainer
- Group discussions

How it runs

Format
One day, in person or virtual. Virtual courses can run in any time zone.

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

Tailored to you
We adjust to your team's experience, document types and template.

What you'll get



Examples in your branded template



A detailed handout, with extensive PDF notes and reusable tools: exercise files, templates and timesavers



60 minutes of 1:1 follow-up for each attendee, to use however they wish

What you need

- Some PowerPoint experience. The course is for people who already use PowerPoint, but want to use it more effectively.
- A laptop with PowerPoint, for the hands-on exercises.
- Two minutes for a short survey before the course.

Bring this course to your team

Book a 20-minute call to talk through your team, your template and the documents you create.

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