

SEHG IN-PERSON WORKSHOP SERIES

Microsoft PowerPoint 2024

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Microsoft PowerPoint 2024 workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-AI-1117 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Microsoft PowerPoint 2024

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About This Workshop

Microsoft PowerPoint 2024 turns ideas into impact by combining design, storytelling, and technology into one easy-to-use platform. Long trusted by professionals, educators, and teams around the world, PowerPoint has grown into a flexible and creative tool for building presentations that inform and inspire. It helps users turn concepts into visual stories—whether you're sharing a proposal, teaching a lesson, or presenting a report. Over time, it has evolved from simple slideshows to a full-featured experience that supports visual design and smooth delivery. The latest version introduces a modernized interface, smarter design recommendations, and tools that make it easier than ever to present with clarity and confidence. The Microsoft PowerPoint 2024 course will provide participants with the knowledge to create clean and engaging slides, structure presentations effectively, as well as delivery content with clarity. Participants will explore tools for incorporating multimedia, animations, and transitions, along with techniques for presenting live or sharing recorded presentations. The course also covers collaboration features, accessibility options, and time-saving design tools to help users present more professionally and efficiently.

Tech Proficiency course: Microsoft PowerPoint 2024.

Workshop Objectives

- Identify key elements in the interface
- Understand how to organize, arrange, and design slides
- Determine how to insert text boxes, adjust fonts, and apply text effects
- Explore SmartArt tools
- Gain an understanding of tables, graphs, and chart tools
- Successfully use visual elements and multimedia

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Microsoft PowerPoint 2024 course for pre-work and reinforcement

Preparing & Delivering the Workshop

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Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

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Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Microsoft PowerPoint 2024

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group