



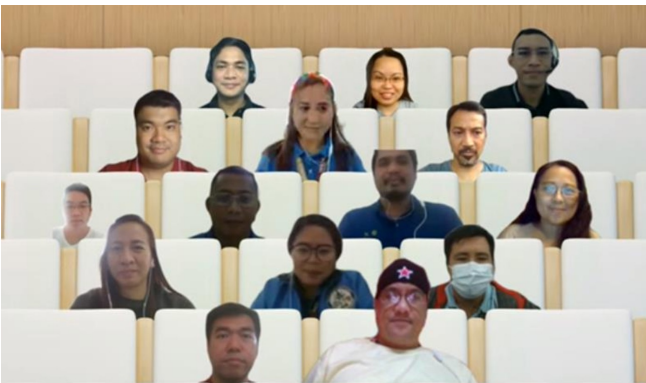
About Us

Insights Manila (registered as Insights MLA Business Solutions) is a training services company based in Makati. The company believes that the country's workforce requires ample training that is effective and insightful, yet affordable.

The consultants of Insights Manila are experienced professionals who had executed the courses several times for different companies under various training institutions.

Insights Manila mostly offers exclusive training for companies. The courses are customized to meet specific training needs. The company also offers public classes where individuals can enroll, and one-on-one training for people who wish focused training. Other than training, the company also accepts Excel automation projects and course development projects.

With Insights Manila, you are directly dealing with the consultants- no intermediary parties who just add costs to the training delivery.



• Other courses offered:

- Basic MS Excel Training
- Advanced MS Excel Training
- Macros and VBA Programming
- Advanced MS Word Training
- Advanced MS PowerPoint Training
- Basic MS Access Training
- Google Sheets Training
- LibreOffice Training

- Essential Supervisor Training
- Essential Manager Skills
- Assertiveness Workshop
- Root Cause Analysis
- Business Writing
- English in the Workplace
- Presentation Skills Training

- Sales Skills Training
- Customer Service Training
- 5S Implementation in the Workplace
- Train-the-Trainer Workshop
- Courseware Development and Instructional Design
- Call Center Workforce Management
- Call Center Representatives Foundation Skills

Just some of our Clients:



We are located at 7F Finman Centre, 131 Tordesillas St., Salcedo Village, Makati

Outline

Designing PowerPoint Slides for Business Presentations



This course is designed for intermediate and advanced learners: managers, leaders, trainers, project leads, and other individuals who regularly present in the business setting. If you have some experience in creating PowerPoint slides and you want to polish your design skills, this course is for you.

I. Design Principles for PowerPoint Slides

- Slides vs Documents
- Slide Design: Look, Feel, Usability
- Presentation Parameters: Audience, Environment, Time, Message
- Design Principles
 - Simplification
 - Visualization
 - Consistency
 - Establishing Focus

II. Managing Text, Images, and Colors

- Corporate Branding Guidelines
- Working on the Slide Master
- Rules for Handling Text
- Rules for Handling Images and Visual Elements

III. Presenting Data Visually

- The Value of Visualizing Data
- Types of Visualization
 - Charts
 - Maps
 - Diagrams
 - Infographics
- Presenting Impact Metrics
- Presenting Data Through Bar and Line Charts
- Presenting Data Through Tables