

Excel in Powerpoint with AI



Price : 100% HRDF claimable

Message: 012-4001158 for details



Executive Summary

The Challenge

Inconsistent training quality and high preparation effort are common challenges

The Solution

This program professionalises internal trainers using:

- Structured training design
- Practical presentation skills
- AI-enabled content development

The Approach

Outcome-focused, hands-on, and immediately applicable



Business Rationale

Current Challenges

Internal trainers often:

- Lack formal training design structure
- Spend excessive time preparing materials
- Struggle with engagement and storytelling

AI-Enabled Solutions

Generative AI enables:

- Faster content creation
- Better-structured training flow
- Consistent training quality across teams

Training Objectives

By the end of the program, participants will be able to:

O1

Design structured, outcome-driven training programs

O2

Develop professional training slide decks efficiently

O3

Use Generative AI to support content research and creation

O4

Apply effective AI prompting frameworks (AIM & MAP)

O5

Deliver engaging and confident training sessions



Expected Outcomes

Organisation

- Consistent quality of internal training delivery
- Reduced preparation time (30–50% efficiency gain)
- Stronger alignment between training content and business needs
- Sustainable internal trainer capability

Participants

Participants will leave with:

- A complete, trainer-ready slide deck
- A short AI-generated training video
- A repeatable AI workflow for future training
- Improved confidence as an internal trainer



Target Audience

Internal / voluntary
trainers

Subject Matter
Experts (SMEs)

Team leaders conducting internal training

Recommended group
size:

15–20 participants

Pre-requisites:

- Basic PowerPoint knowledge
- Laptop with internet access



Training Methodology



Instructor-led
facilitation



Live demonstrations
of AI tools



Table discussions and
group activities



Hands-on practice
with real training
topics



Team-based capstone
presentation



Program Structure



Day 1:

- Foundations of internal training
- AI-assisted content development



Day 2:

- Slide, video, and delivery excellence
- Capstone presentation

DAY 1

AI Fundamentals

Overview of Generative AI tools:



ChatGPT



Copilot



Gemini

How AI supports:

Content extraction

Outline creation

Program flow design

Effective AI Prompting Frameworks



AIM Framework

- Actor
- Input
- Mission



MAP Framework

- Memory
- Assets
- Actions
- Prompt

Purpose:

Improve output quality

Reduce generic AI responses

Increase accuracy and relevance



DAY 2

Slide Deck Creation Using Gamma app

1

Import AI-generated outlines

2

Auto-generate slide layouts

3

Refine design and structure

4

Export to PowerPoint format



DAY 2

AI-Based Video Creation

Use NotebookLM to:

- Generate summaries from articles or videos
- Create short training videos

Practice using:

"The 3 Magic Ingredients of Amazing Presentations" (TEDx)



DAY 2

PowerPoint for Professional Trainers



Trainer-friendly slide formats



Visual hierarchy and clarity



Image enhancement techniques



Video insertion and subtitle creation

Beyond Content: Trainer Delivery Excellence

Validation of training flow

- tiveness
- Slide quality
- Presentation clarity

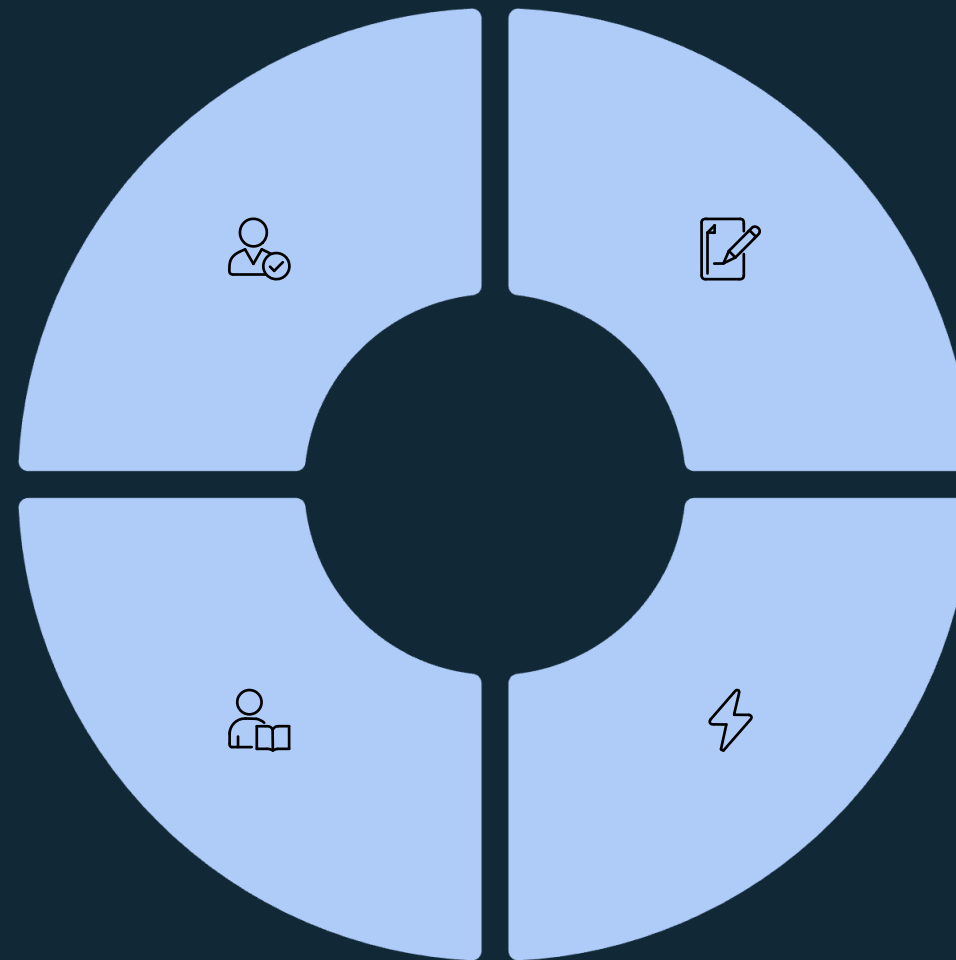
Content improvement:

- Text
- Visuals
- Graphics

Learning modes:

- Case study
- Discussion
- Role play
- Video

Energy management and engagement



Day 1 – Foundations of Internal Training & AI Content Development

Time	Session	Key Focus
9:00 – 9:30	Registration & Welcome	Ice breaker, participant alignment
9:30 – 9:40	Program Overview	Objectives, expected outcomes, capstone briefing
9:40 – 9:55	Challenges of Internal Trainers	Table discussion: voluntary trainer challenges
9:55 – 10:10	Tea Break	—
10:10 – 10:20	Core Skillsets of an Effective Trainer	Training flow, slide development, storytelling, facilitation
10:20 – 10:30	How AI Supports Internal Trainers	Content extraction, program design, slide creation
10:30 – 12:00	Generative AI Fundamentals	AI concepts, tools overview, RAG fundamentals
12:00-1.30	Lunch	
1:30 – 3:00	Effective Prompting Frameworks	AIM & MAP frameworks with live examples
3:00 – 3:30	Tea Break	—
3:30 – 5:00	Hands-On AI Practice	Generate training outline: Influencing Skills

Day 2 – Slide, Video & Delivery Excellence

Time	Session	Key Focus
9:00 – 9:15	Day 1 Recap	Key takeaways and alignment
9:15 – 10:30	Slide Deck Creation with Gamma app	AI-to-slide workflow, design refinement
10:30 – 10:45	Tea Break	—
10:45 – 11:45	PowerPoint for Professional Trainers	Formatting, visuals, image & video integration
11:45 – 12:30	AI-Based Video Creation	NotebookLM practice and application
12:30 – 1:30	Lunch Break	—
1:30 – 2:30	Designing Engaging Training Flow	Energy management, learning modes, engagement
2:30 – 4:00	Capstone Project Preparation	Team preparation, facilitator coaching
4:00 – 4:15	Tea Break	—
4:15 – 5:00	Capstone Presentations & Closure	Team presentations, feedback, next steps



Recommendation & Next Steps



Adopt as core development program for internal trainers



Establish internal trainer community of practice



Consider advanced follow-up modules:

- Storytelling mastery
- Advanced facilitation
- AI for leadership training



Testimonials

"I like that the trainer doesn't stick to only one way (his way) in doing things. He's open to exploring different ways, especially when we are restricted by the tools we can use at work."

Participant from Zebra Technologies Corporation

"Course was well-structured and relevant, trainer was engaging and explained concepts clearly and all were managed smoothly and professionally. Overall it was very well run and very enjoyable workshop! Balance between theory and practice was just right, would definitely recommend this workshop to all my friends! "

Participant from Petronas

"KH has demonstrated excellent subject matter insights, his natural abilities to engage with me in learning and applying what I've learnt, and more importantly effectively supporting me in developing useful thoughts-provoking moments during the training session..."

Participant from Credo

Trainer's Profile

With more than three decades of combined corporate leadership, strategic planning, and professional development experience, both trainers bring a rare blend of industry depth and instructional excellence AI enabled programme. **KH Goh's** extensive background in strategic operations, customer excellence, and leadership development—sharpened through his tenure in MNC demonstrates his mastery in transforming complex business systems into clear, actionable strategies . Complemented by his strong grounding in leadership skills, organizational planning, and executive-level communication, he is adept at guiding professionals to elevate their analytical, storytelling, and decision-support capabilities through AI. **Kheng Huat** further strengthens the facilitation team with his profile as a mission-driven leadership builder and strategic advisor, known for architecting clarity in complex systems, mentoring high-potential leaders, and designing environments that drive long-term organizational growth and alignment .

Together, they are uniquely equipped to lead a workshop that integrates strategic thinking, communication excellence, and advanced AI-enabled workflows. Their shared passion for developing leaders and enabling professionals to operate at a higher strategic altitude is fully aligned with the workshop agenda, which emphasizes deep research, competitive and financial analysis, RAG-enabled verification, narrative development, dashboarding, and producing board-ready proposals .

Both trainers not only understand how AI accelerates insight generation and execution, but also how to translate these tools into real-world strategic impact. This combination of corporate wisdom, strategic discipline, and AI fluency positions them as the ideal facilitators to empower participants to elevate the quality, rigor, and influence of their strategic deliverables.



KH Goh

Certified HRDC Trainer & Leadership Development Specialist



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