**Microsoft**

# Microsoft Branded Training Template

# Introductions



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# Agenda

- How I kept within the Microsoft Brand

- How I design my training decks

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# How I kept within the Microsoft Brand

# Corporate Branding

Microsoft was a bit easier to design for. They have a site specifically for branding, Brand Central Cores, that explains how to maintain their brand. Consistency is the key to create a designs that adhere to the corporate brand.

I used this site as well as existing training decks to keep my design true to the brand. From approved pictures to color pallets, I made sure that my design stays true to the brand.

# Corporate Branding Without a Guide

Without a guide, corporate branding can seem daunting. But the feeling of achieving it is…inexplicable. You can't help but smile from ear to ear amazed at what you created.

In order to achieve this, you need to understand the company. Who they are, what they stand for, and what their Mission & Vision is. Color pallets is one of the easier tasks to achieve since its everywhere. What pictures to use can be challenging since you need to understand and create a story with it. You can't just use random pretty pictures as it will break the corporate brand.

How I design my training decks

# Agenda

An agenda slide is always a good idea. It helps set the expectation. It helps prepare the audience, mentally, for the presentation and helps them understand what the training is about.

# Introductions

An introduction slide is also a good idea. It helps humanize the trainer and introduces themselves to the audience. If time is limited, you can always put the introduction slide up before the training session instead of in the deck itself. That way you can jump right in when it's time.

# Q&A

All training sessions need a Q&A section. This is the perfect place to see if the audience understood or help them understand more.

# K.I.S.S: Keep it short and simple

Each slide should have very few elements and very little text. This way you can retain the audiences focus and make sure they understand what is being discussed. This way you avoid death by PowerPoint!

# Death by PowerPoint

Death by PowerPoint happens when there is too much going on in the slide. Long text, too many pictures, unnecessary animations…basically if the slide is cluttered, you will lose your audience. It's better to have a lot of slides than 5 slides overloaded with information.

# Important Information

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**APRIL 13**

**MAY 3**

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**MAY 17**

**MAY 31**

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**JULY 1**

Being Different is good

Having important information on a different colored slide will help it stand out. The audience will get the feeling that, since it's different, it must be important. If you share the deck, finding important information will be much easier since they stand out.

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# Key Take-Aways

Recapping is quintessential to any training or presentation. Recaps help pull the audience back in and helps them understand what the most important points in the presentation were.

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Q&A

# Thank you!

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