

Canva for Business: Visual Design for the Workplace

Duration: 2 Days

Time: 9:00 AM - 5:00 PM

Mode: Physical/Virtual

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FOR PRICING!**

**Terms & Conditions Apply*

Overview

This two-day hands-on course is designed to help individuals create purposeful and visually compelling designs using Canva. Whether you're in HR, marketing, admin, operations, events, or any role that requires visual communication, this course equips you with practical design skills you can apply immediately in your work.

Participants will explore real-world use cases including posters, flyers, presentations, and buntings, while building confidence in design workflow, visual hierarchy, and creative thinking using Canva's features.

Instructor-Led



TRAINER

Li Chong (Onion)



**Official Canva
Agency Partner**

Learn with 24co today!



Course Objectives:

- Apply key design principles to workplace materials using Canva tools.
- Build and present visual projects from ideation to final output.
- Enhance collaboration through team-based design activities and feedback.

Course Outline

[DOWNLOAD COURSE DETAILS](#)

Day 1: Understanding Canva Tools & Design Workflows

Module 1 — Why Design Matters – Mindset, Tools & Fundamentals

Module 2 — Navigating Canva: Tools, Tricks & Real-World Exercises

Module 3 — Creative Workflow, Moodboards & Collateral Design

Day 2: Canva AI, Presentations & Real-World Design Projects

Module 4 — Creating Presentations with Canva AI & Visual Storytelling

Module 5 — Planning a Campaign: Objectives, Collaterals & Strategy

Module 6 — Final Presentation: Campaign Showcase & Reflection



Why Take This Course?



At the end of the session, you will:

- Design presentations, posters, and campaigns using Canva.
- Use Canva Whiteboard and AI tools for efficient content creation.
- Present visual projects with clarity and strategic focus.

Target Audience

- Professionals in HR, marketing, admin, events, or operations roles.
- Teams aiming to improve visual communication.
- Individuals seeking practical design skills for workplace use.

Bring Your Own Device

Participants are required to bring their own laptop or tablet for the class.



Hear from Our Customers

Testimonials & Feedbacks

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Interested?

Request This Course With Us Today!

Scan the QR code or register via: <https://twenty-four.io/contact/>



Contact Us

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Terms and Conditions

1. **Pricing Details:** Contact us for pricing information.
2. **Certificate of Completion:** Certificates are awarded to participants who complete the sessions.
3. **Course Materials:** All materials provided are strictly for personal use and must not be reproduced.



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