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Presentations with Gamma AI

Plan, draft, refine and review an AI-assisted deck

FA-0654 · 1 day

Agentic & Generative AI · AI for Leaders & Business

Build a short presentation in Gamma, refine its narrative with an LLM, verify factual content and review sharing or export before a brief capstone presentation.

Introduction

This hands-on course combines presentation planning with Gamma's AI-assisted drafting and editing tools. Participants define an audience and purpose, develop a clear story, review an initial draft and improve the text, visuals and layout.

An optional approved LLM, such as ChatGPT, supports titles, alternative wording and audience questions. Generated text, charts and suggested evidence are not factual sources: participants check claims, use supported data and label illustrative examples before sharing.

The one-day capstone is a short deck, not a guarantee of a polished large presentation in minutes. Account features, generation limits, branding, analytics and sharing options depend on the current plan and permissions. Practice uses nonconfidential content and checks readability and export differences.

Learning outcomes

The course teaches participants to:

- Define a presentation objective, audience, key messages and story structure.
- Create and revise an AI-generated Gamma draft from an appropriate prompt or outline.
- Improve cards, layouts, themes and visual consistency using available features.
- Use an approved LLM to refine copy and anticipate audience questions without inventing evidence.
- Review factual claims, visual relevance, privacy and accessibility.
- Export to supported formats or share with appropriate access; use PPTX upload for Google Slides where needed.

- Present a short capstone deck and use feedback to refine it.

Prerequisites

- Basic familiarity with creating presentations (PowerPoint, Google Slides or equivalent).
- A laptop with internet access and ability to sign up or log in to Gamma AI.
- A clear idea of a presentation topic they wish to build during the day (or willingness to define one at the start).
- Willingness to experiment and iterate (this is hands-on, not purely lecture).

An authorised Gamma account with sufficient access for the selected exercises and, if used, an approved LLM account. Any subscription charges are arranged separately. Use a nonconfidential topic and source-backed material; PowerPoint or Google Slides access is useful for export review.

Training outline

1. 1. Orientation and Presentation Planning

Introduction and account orientation

- Course objectives and agenda
- Participant orientation: topic selection and setting expectations
- Log in to the authorised Gamma account and explore the current interface

Audience, purpose and narrative

- Defining purpose and audience: slide decks as communication tools, not just aesthetic objects
- Structuring slides: opening, middle (problem, solution, evidence), closing/call-to-action
- Mapping content to visuals: when text-heavy slides fail, how AI can help

2. 2. Drafting and Polishing in Gamma

Gamma fundamentals

- Overview of Gamma: what it is, what it can and cannot do.
- Start from a prompt, pasted outline or supported import; review imported content and access requirements
- Select format, tone, card count and theme within account limits

- Generating the initial deck: AI draft.

Cards, branding and visuals

- Editing the AI-generated cards: adjusting text, moving slides, refining structure.
- Use available themes, colours, fonts and approved branding; custom features may depend on the plan
- Add reviewed visuals, charts and supported embeds; verify chart data and permitted image use
- Layout best practices: readability, minimal text, effective imagery, accessibility.

3. 3. Refining Content with LLMs

- Introduction to LLMs in the context of presentations: how ChatGPT can help refine messaging, craft better titles, generate alternative phrasing.
- Copy or obtain relevant draft text, refine it with an approved LLM and return the reviewed copy to Gamma
- Explore audience questions, objections and narrative alternatives; find and verify supporting evidence rather than generating purported factual data
- Best-practice prompts for ChatGPT when working alongside Gamma: sample templates, tuning tone and style.
- Check factual support, relevance, privacy, accessibility and brand fit; label illustrative data

4. 4. Sharing, Export and Delivery

- Export PDF or PowerPoint (PPTX), use PPTX upload for Google Slides, or share a Gamma link with appropriate permissions
- Review fonts, layouts, embeds and other differences after export or Google Slides import
- Live sharing versus offline delivery; demonstrate available analytics if the plan and access permit, and avoid equating views with successful communication
- Rehearsal, available speaker-note/delivery tools and engaging the audience

5. 5. Capstone: Build and Review a Short Deck

- Participants select their topic (or confirm the one pre-chosen).
- Step-by-step: using Gamma to generate the first draft of the deck.
- Use ChatGPT (or alternative LLM) to refine slide copy and narrative.
- Customize visuals, theme, layout, branding in Gamma.
- Export the final deck and simulate sharing or delivery.
- Short participant presentations and feedback, with presentation time adjusted to group size

6. 6. Review and Next Steps

- Review of key learnings.
- Discussion: how to embed Gamma + LLM workflows into participants’ regular work.
- Q&A: what else to watch out for (data accuracy, brand consistency, AI limitations).

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