



DURATION

9.00am - 5.00pm
(inclusive of 1 hour lunch break)

PREREQUISITES

Participants are required to bring their own smart mobile phones

COURSE DATES

<https://asktraining.com.sg/course-schedule/>

COURSE FEE

S\$708.50 (inclusive of 9% GST)

Course Code: **ASKCTG**

Canva on the Go: High-Impact Designs on Mobile-Devices

COURSE OBJECTIVES

By the end of this course, you should be able to:

- ✓ Use Canva mobile tools confidently for workplace content creation
- ✓ Create clear and professional workplace visuals and social media content
- ✓ Apply simple visual communication techniques to improve content quality
- ✓ Use Canva AI features to improve productivity and workflow efficiency
- ✓ Create simple workplace content using mobile-first tools and templates

COURSE SYNOPSIS

This 1-day hands-on course teaches participants how to create professional workplace content quickly using Canva on mobile devices. Designed for corporate staff and non-designers, the course focuses on **practical workplace visuals, social media content, and AI-assisted content creation** using simple mobile-first workflows.

Through guided activities, **real workplace examples**, and hands-on practice, participants will learn how to create clear, engaging, and professional-looking content more efficiently for workplace communication and business use.



COURSE OUTLINE

Learning Unit 1: Modern Workplace Visual Communication

- Why visual content matters in today's workplace
- Common mistakes in workplace visuals
- What makes content look clear and professional

Learning Unit 2: Canva Mobile Essentials

- Canva mobile interface and tools
- Using templates and editing content
- Working with text, images, icons, and layouts
- Creating simple workplace visuals

Learning Unit 3: Creating Workplace & Social Media Content

- Simple visual communication principles
- Workplace posters and announcements
- Social media content creation
- Basic call-to-action techniques



COURSE **OUTLINE**

Learning Unit 4: AI-Assisted Content Creation with Canva

- Canva AI tools and features
- Faster content creation workflows
- Repurposing content into different formats

Learning Unit 5: Team Workplace Content Challenge

- Hands-on team activity
- Creating a simple workplace content campaign
- Group sharing and presentation