



## *Michela Luoni*

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## Biography

Michela Luoni has over 10 years' experience as a management assistant across different business sectors and runs Daily Facilitator – a virtual office management, communications and marketing business. Michela is the Co-founder and CEO of The Assistant Academy, developing training courses for Executive Assistants and support professionals across Italy. Using a combination of cutting-edge tools, knowledge and innovation, Michela provides distance learning and mentoring, helping EAs become the best they can be.

## Session: Exploring Canva: Online Design Made Easy

## Learning Objectives:

The key to making any presentation effective is to make it as visual as possible. One of the most frequent mistakes in preparing a presentation is to forget that the slides not only serve as a support for the speaker, but that consistent visuals and style help the audience maintain concentration on what is being said.

But it is not just about presentations: social media thrives on images, videos and stories. Knowing how to use these elements allows you to get straight to the point and to your target audience.

Canva is a flexible tool that can help you with all your design needs.

In this session, we will cover:

- an overview of the free features
- the different types of communication templates: social media, personal, business, marketing, education
- how to quickly create your finished product using a template
- why you should upgrade to the PRO version

- Simplify your life: one tool covers every design need
- Create stunning pieces of design in a breeze: hundreds of templates ready for you to use and be inspired
- Improve your creative skills: you no longer need a graphic designer to manage your corporate image

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to make an appointment to speak to us about booking Michela to speak to your team either virtually or in person



This session is worth 1.0 IAAP recertification point.