



FMM INSTITUTE
KEDAH / PERLIS BRANCH
CENTRE FOR PROFESSIONAL DEVELOPMENT



WEBINAR :

MASTERING *Canva* DESIGN LIKE A PRO

"DESIGN SMARTER – BE CANVA MASTER IN 2 DAYS!"



25-26 March, 2026
9:00 AM - 5:00 PM



Webinar:
@ ZOOM Meeting

Special for :

- ✓ Human Resources Dept
- ✓ Admin & Support
- ✓ Business & Marketing Dept

Learn how to:

- ✓ Organization Poster
- ✓ Announcement
- ✓ AI slide presentation
- ✓ Promotion Design
- ✓ Branding Design
- ✓ Social Media Posting

PARTICIPANT FEES

Member: **RM800**
Non-Member: **RM950**

**SCAN TO
REGISTER**



CONTACT US



04-440 3273



fmmkedahperlis@fmm.org.my



MASTERING CANVA: DESIGN LIKE A PRO

INTRODUCTION

In today's fast-paced digital environment, the ability to create visually engaging and professional-quality designs is essential for effective communication. Canva has become one of the most powerful yet user-friendly design tools, enabling individuals and organizations to produce high-impact visuals without requiring advanced design skills.

This two-day Mastering Canva: Design Like a Pro training is designed to help participants unlock the full potential of Canva – from crafting workplace posters and announcements to building brand-aligned promotional materials and AI-powered presentations.

TRAINING OBJECTIVES

By the end of this programme, participants will be able to:

- Create polished and professional organizational posters and announcements.
- Develop visually appealing promotional and branding materials.
- Design effective AI-enhanced slide presentations.
- Apply Canva best practices for social media content creation.
- Strengthen brand consistency across various corporate visuals.
- Utilize Canva tools, templates, and advanced features to work smarter and faster.

TRAINING OUTCOMES

Upon successful completion of this programme, participants will be able to:

- Design Effective AI-Enhanced Presentations
- Strengthen Branding Across All Communication Materials.
- Create Engaging Social Media Content
- .Work Faster & Smarter with Canva Tools

METHODOLOGY

- Live online instruction via Zoom
- Hands-on practical exercises using Canva
- Step-by-step demonstrations of key design techniques
- Guided practice sessions with real-world examples.

WHO SHOULD ATTEND

The courses are designed for :

- Human Resources personnel
- Business & Marketing teams
- Administrative & Support staff

FOR MORE INFORMATIONS :



+604-440 3628 / 3273



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MASTERING CANVA: DESIGN LIKE A PRO

COURSE OUTLINE:

Day	Time	Activity
Day 1	9:00 AM – 9:30 AM	Introduction to Canva & Overview of Training Objectives
	9:30 AM – 10:30 AM	Exploring Interface: Tools, Elements, Templates, Brand Kit - Hands-on: Basic Design Exercise
	10:30 AM – 10:45 AM	Morning Break
	10:45 AM – 11:30 AM	Design Principles: Layout, Colour Theory, Typography - Applying Branding: Logos, Fonts, Corporate Identity
	12:30 PM – 2:00 PM	Lunch Break
	2:00 PM – 2:45 PM	Organizational Posters: Structure, Layout, Messaging - Hands-on: Create a Professional Poster
	3:30 PM – 3:45 PM	Afternoon Break
	3:45 PM – 5:00 PM	Announcement Designs: HR/Admin Templates - Hands-on: Create Announcement Visual
Day 2	9:00 AM – 10:30 AM	Branding & Promotional Design: Essentials & Structure - Hands-on: Promotion Material Design
	10:30 AM – 10:45 AM	Morning Break
	10:45 AM – 12:30 PM	Social Media Design: Platform Types & Layout Adaptation - Hands-on: Social Media Post Set
	12:30 PM – 2:00 PM	Lunch Break
	2:00 PM – 3:30 PM	Advanced Canva Features: Layers, BG Removal, Smart Resize
	3:30 PM – 4:30 PM	Infographics, Charts, Video & Animation Tools
	4:30 PM – 5:00 PM	Final Project: Poster, Announcement, Promo Visual & Social Set

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REGISTRATION FORM

MASTERING CANVA: DESIGN LIKE A PRO

Webinar, Online ZOOM Meeting

9:00 am - 5:00 pm

25-26 March 2026

REGISTRATION / PAYMENT

- Upon Faxing / Mailing the completed Registration Form to FMM Institute, Kedah/Perlis, you are deemed to have read and accepted the terms and conditions.
- The course would also be deemed as confirmed unless informed otherwise.
- Will be based on a First-Come-First-Served basis.

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary/cancel the course should unavoidable circumstances arise.

All efforts will be taken to inform participants of the changes.

ENQUIRIES

KEDAH/PERLIS : fmmkedahperlis@fmm.org.my

PAYMENT METHODS

Payee name: **FMM INSTITUTE**

- Cheque or bank draft crossed Account Payee only.
- Bank-in payment: to e-mail or fax deposit slip to FMM for issuance of Official Receipt.
Bank Name: **Maybank Bank Berhad**
Account no : **5521-0761-5611**
- Please write the event name on the reverse of the cheque or on the deposit slip.
- For SBL Khas Scheme, an Attendance of 100% is a MUST; in any case, employers will be billed in full.

REPLACEMENT / CANCELLATION / NO-SHOW POLICY

Replacement at no additional cost. FMM reserve the right to cancel or reschedule the programme. All efforts will be taken to inform participants of the changes. Participants who did not turn-up at the events are liable for the full payment.

Cancellation must be in writing to FMM. If cancellation is received:

- 7 days before the seminar - no payment charged
- 3- 6 days before the seminar - 50% payment charged
- Less than 3 days - full payment will be charged
- cancellation and refund is not allowed

Attn: Kedah/Perlis Branch PIC

Please register the following participants(s):-

(Please attach separate list if space is insufficient / To be completed in BLOCK LETTERS)

No	Name	Designation	I/C Number	Email	H/P No.
1					
2.					
3.					
4.					

Please Tick appropriate box:

We hereby confirm that:

☐ Vegetarian food for _____ pax.

☐ We will be claiming under HRD Corp-Claimable courses (SBL - Khas) but full payment would be made to Federation of Malaysian Manufacturers in the event that no disbursement from HRD CORP under any circumstances.

☐ We are not claiming training grant from HRD Corp. Enclosed cheque / bank draft, No _____ for RM _____ being payment made for _____ participant(s) made in favour of Federation of Malaysian Manufacturers.

Submitted by:

Name : _____ **Designation:** _____

Company: _____ **FMM Membership No. :** _____

Address: _____

Email: _____ **Tel:** _____ **Fax:** _____

Declaration :

I hereby declare that the information provided is correct and complete.

☐ FMM/GS1 MEMBER ☐ NON MEMBER