

Microsoft PowerPoint for Staff Training in a Residential Care Home

Slide 1 – Title

Microsoft PowerPoint for Staff Training in a Residential Care Home

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Slide 2 – What the Workplace Task Involves

- Staff training in a residential care home involves teaching employees how to provide safe, effective, and person-centred care. This includes topics such as safeguarding, infection prevention and control, moving and handling, medication awareness, health and safety, and emergency procedures. Regular training helps staff maintain their knowledge and deliver high-quality care to residents.



Slide 3 – Microsoft 365 Tool Selected

- The Microsoft 365 tool selected is **Microsoft PowerPoint**. PowerPoint allows trainers to create organised presentations using text, images, diagrams, and animations, making information easier to understand and remember.



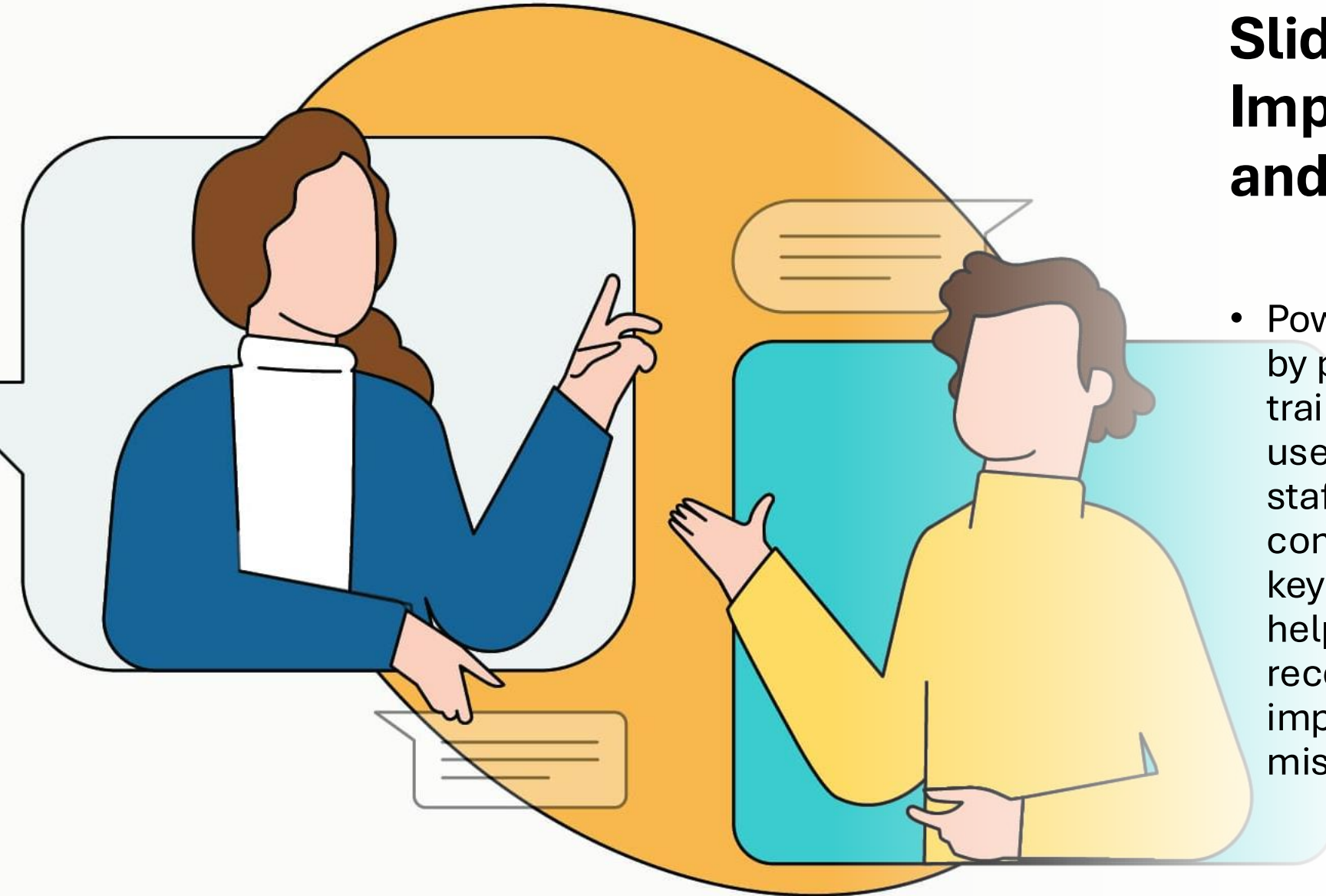
Slide 4 – Why PowerPoint Is Suitable

- PowerPoint is suitable for staff training because it presents information in a clear and engaging format. Trainers can explain policies and procedures step by step and include visual aids to support learning. Presentations can also be updated and reused whenever training requirements change.



Slide 5 – How It Improves Efficiency and Communication

- PowerPoint improves efficiency by providing a consistent training resource that can be used for multiple groups of staff. It supports communication by presenting key information clearly and helps ensure employees receive the same guidance on important topics, reducing misunderstandings.



An illustration featuring several stylized business professionals interacting with large, interlocking blue gears. One man in a suit is climbing a gear, while another man stands on top of it, holding a trophy. A woman stands on a smaller gear to the right, and another woman is at the bottom left, pushing a gear. A man at the bottom right is also pushing a gear. Various icons like a bar chart, a person with a magnifying glass, a graduation cap, and a checkmark are scattered around the gears. The background is a light blue gradient with some decorative elements like a small potted plant and a butterfly.

Slide 6 – Advantages and Limitations

- **Advantages**

- Easy to create and edit presentations.
- Uses visuals to improve understanding.
- Supports consistent staff training.
- Can be shared electronically and reused.

- **Limitations**

- Requires suitable equipment such as a computer and display screen.
- May become less engaging if slides contain too much text.
- Does not provide hands-on practical experience without additional activities.

Slide 7 – References (Harvard Style)

- Microsoft Corporation (2025) *Microsoft PowerPoint*. Available at: <https://www.microsoft.com/microsoft-365/powerpoint>
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- Skills for Care (2024) *Learning and development*. Available at: <https://www.skillsforcare.org.uk>
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