



薛峥

易迪思 Office 金牌讲师、清华大学 MBA 班特邀培训师
微软 Office 最有价值专家 (MVP)、微软认证技术专家 (MCP)

- 清华大学MBA课程外聘讲师，为清华MBA学生主讲职业素养系列课程
- 连续6届微软最有价值专家 (Microsoft Most Valuable Professional)，致力于企业办公效率与办公技能提升的培训与知识分享
- 微软认证技术专家，通过微软全球技术测试获得微软技术认证，成为微软认证技术专家 (MCITP)
- 金山 WPS 认证讲师，参与金山 WPS 企业培训师计划，获得金山公司办公软件认证培训师称号
- Tsinghua University special trainer for MBA in the series courses of professional quality
- Microsoft Most Valuable Professional (MVP) for 6 consecutive years, contributed to enhance office efficiency and skills sharing
- Microsoft Certified Professional (MCP) since 2009, Microsoft Certified for IT Professional (MCITP)
- KingSoft WPS certified Trainer, once participated in KingSoft's WPS Enterprise training specialist program

授课特点

- 教学思路：逻辑清晰，善于引导学员独立思考和实践，全面调动学员投入热情
- 内容诠释：深入浅出，注重理论与实际工作的结合，让学员学有所得
- 授课风格：生动灵活，幽默诙谐，使学员寓教于乐

Teaching characteristics

- Training Thought: clear logic; encouraging independent thinking and work practice; motivating trainees in high spirit.
- Training Content: focusing on putting theory into practice to make trainee gain what they want easily but deeply.
- Training Style: making trainee feel the joy of training vividly and humorously.

主讲课程

PowerPoint 商务设计与展示系列

- PPT 轻松操作完美展示技巧
- PPT 设计排版进阶之路
- PPT 呈现力提升实战技巧
- 工作型 PPT 构思与设计实践
- PPT 演说技巧

PowerPoint Design and Presentation for Business Series

- PowerPoint easy making and perfect presenting
- Being a Master on Composing and Designing PowerPoint
- Enhancing PowerPoint Presenting Practice
- Work-oriented PowerPoint Design practice
- PowerPoint Presentation Skills

Excel 数据高效处理系列

- 数据处理与数据分析技巧
- 函数学习从入门到精通
- 自动化数据报表设计与实践
- 数据模型设计与数据预测

Excel data processing efficiently series

- Data processing and analyzing skills
- Functions learning from entry to master
- Design and practice of automatic data report
- Data Model Design and Prediction

其他

- Word 文档处理与排版
- Outlook 邮件与日程管理
- Visio 高端商务绘图系列

Others

- Word Document Processing and Typesetting
- Outlook: Email and Schedule Management
- Visio Advanced Picturing Series

行业经历

- 8年专业培训师经验，曾服务近百家国内外知名企业、国家机关单位及高等学府。每年授课超过百场，受到各级学员的一致好评与爱戴。
- 曾担任微软内部员工 Office 办公技能培训项目培训师及项目负责人，从 Office 软件制作厂商系统 Office 的应用价值和使用技巧。对于 Office 办公软件培训有丰富的课程设计 & 授课经验，擅长为企业定制培训课程和搭建培训体系。
- 毕业于北京师范大学，在校期间曾修习教育学、心理学课程，在教育培训方面有专业的知识背景，在课程体系设计、课程内容讲授方面有自己的独到见解。

Experience related

- Having more than 8 years' experience as a professional trainer. Serviced for about hundreds of famous domestic and overseas corporations, government offices as well as universities. And delivered more than hundreds of classes annually, meanwhile have received high evaluations from all trainees.
- Acted as a trainer and leader of office skills program for Microsoft's employees, delivering the Microsoft Office's application skills and using values. He made a great contribution to design the exact training course with perfect training system for enterprises professionally due to his rich experiences in course designing and teaching.
- Graduated from Beijing Normal University, during the period of university, he had studied courses of pedagogy, psychology, owning professional knowledge background in education and training, Moreover, he had his own unique insights in terms of curriculum design and teaching contents.

参与项目

- 曾为国内外机关、企事业单位及院校进行培训，每年百余场。
- 清华大学 MBA 课程特聘培训师，在清华大学 MBA 班开课4年。
- 作为项目负责人及培训师为微软内部员工 Office 培训项目5年时间。
- 国家教育部“教师微课设计与制作”项目特邀培训师，培训教师近千人。

Programs participated

- Serviced for domestic and overseas offices, state offices and universities with hundreds classes a year.
- Tsinghua University special trainer for MBA since 2011.
- Acted as a trainer and its leader of office skills program for Microsoft's staff inside for 5 years.
- Being a guest trainer invited by national education department
- for Teacher's micro-class design and presentation program including nearly a thousand trainees.

服务客户 Customers Serviced

机械&制造 / Machinery and Manufacture

PTC 美国参数技术公司、阿尔斯通、山特维克、基伊埃机械设备、艾默生、横河电机、大众、雪铁龙、日产
Parametric Technology Corporation, Alstom, Sandvik Group, GEA Mechanical Equipment, Emerson,
Yokogawa Electric Corporation, Tianjin Volkswagen, Citroen, NISSAN

能源 & 化工 / Energy and Chemical Industry

中国石油、中国石化、中国海洋石油、国家电网、美国国民油井华高公司、天石油设备、金风电力、PPG涂料、阿克苏诺贝尔
PetroChina, Sinopec, CNOOC Ltd., State Grid Corporation of China(SGCC), National Oilwell Varco, TSC Group,
Xinjiang Goldwind Sci & Tech Co.,Ltd., PPG Industries, Akzo Nobel N.V

互联网 & IT & 通讯 & 电子 / Internet, IT, Comunication and Electronic Industry

亚马逊、百度、微软、思科、北京金山软件、金雅拓、中国电信、中国联通、卓望信息科技、NEC、松下、LG中国
Amazon, Baidu, Microsoft, Cisco, Beijing KingSoft, Gemalto , China Telecom, China Unicom, ASPire information technology,
NEC, Panasonic, LG Electronics(China)

金融 & 保险 / Finance and Insurance

中国平安、新华保险、光大永明、宜信、首信易智付、达信
Ping An Insurance (Group) Company of China, Ltd, New China Life Insurance Company Ltd,
Sun Life Everbrightlife Insurance Company Ltd, CreditEase, PayEase, Marsh

医疗 & 制药 / Medicare and Pharmacy

赛诺非安万特、武田药品、萌蒂制药、施为亚、同仁堂
Sanofi-Aventis, Takeda Pharmaceutical, Mundipharma, Servier, Beijing TongRenTang

广告 & 媒体 / Advertisement and Media

奥美广告、智威汤逊、电通广告、中央电视台、北京电视台
Ogilvy & Mather Advertising, J. Walter Thompson, Beijing Dentsu, CCTV, Beijing TV

教育 & 科研 / Education and Research

清华大学、中国农业大学、天津大学、北京工业大学、北京教师进修中心、中国科学院、中国互联网信息中心
Tsinghua University, China Agricultural University, Tianjin University, Beijing University of Technology, Chinese Academy of Sciences, CNNIC

地产 / Estate

新世界地产、凯德地产、华夏幸福基业
New World Realty Ltd, Capitaland, CFLD

其他 / Others

美国商会、欧盟商会、德国商会、北京 HR 协会、天津人力资源俱乐部
American Chamber of Commerce, European Union Chamber of Commerce, German Chamber of Commerce, Beijing association of HR, Tianjin HR club