



# Presentation Skills

# Contents

## Part-A

### Introduction

- What is presentation?
- Why Presentation is required?
- When do you give the presentations?

## Part-B

- Essentials of effective Presentation
- Process of Presentation

## Part-C

### Conclusion

## Part-A

# What is presentation?

A presentation conveys information from a speaker to an audience



## Part-A

# Why Presentation skills are required?

- Presentation skills can help you to lead your team and offer the right guidance during projects, meetings, and tasks etc..

# Part-A

## When do you give the presentation?

- Lectures
- Workshops
- Seminars

# Part-B

## Essentials Of effective Presentation

1. In depth Knowledge about particular topic

2. 4P's of Presentation

i) Planning

ii) Preparation

iii) Practice

iv) Presentation

3. 4C's of Presentation

i) Capture

ii) Content

III) Connect

iv) Conclude

# Essentials Of effective Presentation

4. Show your passion and connect with the audience

5. Smile and make eye contact with the audience



# Essentials Of effective Presentation

## 6. Positive Body Language and Show Enthusiasm





# Essentials Of effective Presentation

## 7.6C'S Of Communication

- i)Clarity
- ii)Complete
- iii)Courtesy
- iv)Concrete
- v)Concise
- vi)Context

# Essentials Of effective Presentation

8. Use Stories, Role Plays, Games, Videos to understand the topic

9. Always prefer Interactive session

10. No Of Slide: 5 to 7 ---and 6 to 8 Bullets

11. Must be Humorous

12. Importance of 1<sup>st</sup> Ten Seconds

# Part-B

## Process of Presentation

- Step-1

Greet the audience and Introduce Yourself

Step-2

Introduction of Topic

Step-3

Interact the main body of your Topic (Include Role-plays, Games, Story etc)

Step-4

Conclusion

## Part-C

# Conclusion

- Presentations will highly impact and motivate the audience to change themselves



Thank you