



Presentation Skills

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Objectives

By the end of the session you will be able:

To conceptualize the concept of “effective” presentation

To know the process and parts of a presentation

To make your presentations with better awareness

EFFECTIVE Presentation Skills?

“A structured, prepared and speech based means of communicating information, or ideas to a group of interested people, in order to inform or persuade them.”

Aspects of Presentation

- **Physical: Dress**
 - Eye-contact
 - Body language
- **Intellectual: Vastness of the subject**
 - Depth of knowledge
 - Mental organization of the content
- **Emotional : Balanced and clear**
 - Overcoming the fear of speaking to a group
 - Emotionally prepared to face the group
 - Talk on the topic

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Parts of Presentation

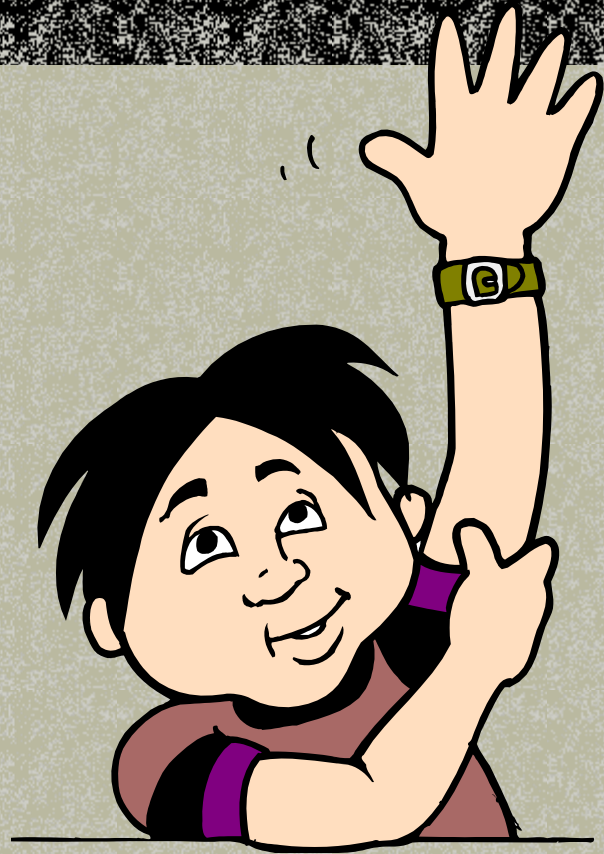
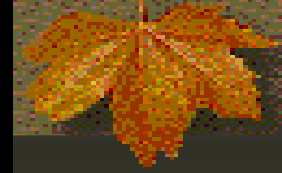
Part-I	Part-II	Part-III
Pre-presentation	During Presentation	After Presentation
<ul style="list-style-type: none">• Topic• Objectives• Audience• Aids & support docs• Organization• Practice• <u>slide</u>	<ul style="list-style-type: none">• Start with a bang• Physical presentation• Voice & volume• KISS-<u>K</u>ep <u>I</u>t <u>S</u>hort & <u>S</u>imple• <u>Body Language</u>• Flexibility-DM Skills• <u>Closing</u>• <u>Finish</u>	<ul style="list-style-type: none">• Approachable• Handle Questions• Frankness• Contact details• Respond later

Purpose

- ▶ Emphasis is not on transmission, but on reception and understanding

**Your audience have to
understand, remember,
and act upon**

Pencil Parable



Questions Please.....