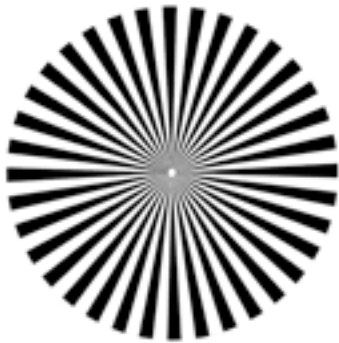


Apeejay School of Management, Dwarka presents

“Presentation Skills for Faculty”

A capacity building workshop



Date: June 25, 2010

Venue: Apeejay School of Management, Sector 8, Dwarka, New Delhi

For Queries get in touch with :

**Ms Jyoti Doval or
Ms Sukhmani Bhardwaj at**

apeejay.mdp@gmail.com

or

9717008622/9910073757

An in-depth, need-based, interactive professional workshop focusing on individual abilities and tangible improvement. Along with professional delivery techniques, you learn the art of developing content, designing and handling audiences/ students.

What is in it for you?

- A minimum 10% enhancement in your effectiveness in classrooms.
- Learning how to plan, structure, and deliver professional quality presentations for student attention and involvement.
- Learn techniques to handle difficult audiences.

Program Contents & Flow

Introduction and pre-presentation planning

Content

- How to plan content (art of brainstorming)
- Ensuring Relevance, Credibility and Clarity
- Ensuring WIIFY (What's in it for you)

Design

- Planning Your Presentation and Flow
- Content Layout
- Creating Effective Visual appeal
- Common errors and how to avoid them

Delivery

- 3 elements of delivery
- Developing cold feet? Remedies
- Understanding and Assessing students.
- Few do's and don'ts
- Using body language, vocabulary, and voice for impact
- Handling audience reaction, questions and criticism
- Ensuring audience attention and involvement

Program Duration- One day

Who should attend- Faculty (Up to 4 years of work experience)

Methodology- Interactive presentations, Individual/group activities, role play, Games

Participation fee: Rs. 1000 per participant

Apeejay School of Management, Dwarka, New Delhi

Faculty Capacity Building Workshop

Presentation Skills for Faculty

25th June 2010

Registration Form

(Please use Printout/Photocopy of this form for registration)

Name:

Designation:

Organization:

Mailing Address:

Cell No.

Email Id:

Teaching Experience (No. of years):

Payment Details:

Demand Draft No.:

Date:

Banker's Name:

Amount:

Signature

*Registration fee must be paid by Demand Draft in favour of "Apeejay School of Management, New Delhi", payable at New Delhi, along with duly filled registration form, latest by 22th June 2010.

* Address For Communication

Dr.Etinder Pal Singh

(Convener, MDP Cell),

Apeejay School of Management, Sector 8, Institutional Area, Dwarka, New Delhi 110077

Session	Topic	Methodology
1	Introduction	Interactive Presentation
2	Planning and Developing content	Interactive Presentation/ Group Activity
Tea Break		
3	Designing the presentation	Interactive Presentation
4	Team presentations	Team Activity
Lunch		
5	Delivery	Interactive Presentation
Tea Break		
6	Presentation Style	Interactive Presentation
7	How to deal with Nervousness	Interactive Presentation
8	Individual Presentation	Individual activity-Random
		Feedback

Details	Time		
	(Mins)		
Why Presentation			
Pre Presentation Planning			
Crafting Presentation			
Brainstorming			
Clustering			
Ensuring Relevance	90	9:30-11:00	
	15	11:00-11:15	
Flow for Enhancing the message			
Content Layout			
Creating Effective Visual appeal		45	11:15-12:00
Presentation made on the learnings to far. Also, gives a fair idea on the delivery skills of participants	60	12:00-1:00	
	60	1:00-2:00	
Building Rapport			
Opening Presentation			
Presenting Main Points			
Concluding Your Presentation		60	2:00-3:00
	15	3:00-3:15	
Vocal Techniques			
Body Language			
Involving Audiences			
Choice of Language		60	3:15-4:15
Tips		30	4:15-4:45
Focus on delivery skills		60	4:45-5:45
	15	5:45-6:00	