

Topic: Tips and Tricks for Developing and Delivering Effective Presentation

Total number of Students/ Participants attended the session: 39

Date: 25/09/2018 and 26/09/2018

Speaker: Mr. Neeraj Rathore, has 23+ years of experience of the industry. He is a motivated corporate trainer and experience in training small and large groups across diverse industries

Type: Workshop

Objective of programme:

- **To develop skills in students for effectively communicating ideas.**
- **To familiarize the students with creating and presenting effective presentation.**

Summary of the event:

With the brief introduction of the keynote speaker, the two workshop was commenced. Mr. Neeraj appreciated students for their enthusiasm for the two-day workshop and made them familiarize with activities that students need to undertake to understand and learn effective creation and delivery of presentation. With the help of a power point presentation on the topic of “Females and Career Options”, he has demonstrated dual objective, i.e., development of effective presentation and delivery of the same. He specifically made efforts to explain the students about guidelines to prepare a presentation and key communication skills while delivering the presentation. Further, he advocated the use minimum words (i.e., less than 30) per slide and use of pointers instead of long sentences. He suggested to use images, graphs and table to present the facts and data. While delivering the presentation, he advised to keep in mind the current knowledge level of audience. He promoted the students to practice, before actual delivery of the presentation, so as to improve confidence and reduce anxiety. He ended the day 1 by assigning a task to prepare five-minute presentation on their daily routine. He further asked students to present the same on day 2. On second day each of the participant gave a presentation of five minutes followed by cross question by audience. Mr. Neeraj made necessary suggestion to each of the participant for improvement in future. The two-day workshop was ended with vote of thanks to speaker





sonali jain <sonalijain111@gmail.com>

Re: confirmation for two day workshop on 25th and 26th september 2018

1 message

sonali jain <sonalijain111@gmail.com>

Fri, Sep 7, 2018 at 8:15 PM

To: Shivam Katiyar <shivam.katiyar@pibm.in>

Dear Mr. Shivam,

This is in reference to your telephonic conversation with Ms. Saba, student coordinator , we placement committee would like to confirm your session on the topic of 'Powerpoint Presentation: Dos and Don't's on 25th and 26th september ,2018 from 12 noon to 2:00 p.m.

Kindly share the biosketch of the speaker.

Dr. Sonali Jain

Department of Commerce

Placement committee

On Sat 18 Aug, 2018, 11:56 Shivam Katiyar, <shivam.katiyar@pibm.in> wrote:

Dear sir/Ma'am,

As per the prior discussion I'm sharing you the profile of Mr. Neeraj Rathore (Motivational speaker and corporate trainer), Please go through the profile and looking forward for a corporate session in your esteemed institution.

--
-

Regards

Shivam Katiyar

Mobile: **9889374567**

Designation: **Regional Manager UP West & Delhi**

Email: shivam.katiyar@pibm.in

PUNE INSTITUTE OF BUSINESS MANAGEMENT (PIBM)

Website: www.pibm.in



Bharati College
(University of Delhi)



TRAINING & PLACEMENT CELL
Organizing A Two-Day Workshop
On

**DEVELOPING &
DELIVERING EFFECTIVE
PPT- SOME KEY TIPS**


9560354155
Ms. Anshula Kumar


bharatiplacementteam@gmail.com

Venue: Seminar Room	
25th Sept, 18	26th Sept, 18
12:00 noon to 2:00p.m.	12:00 noon to 2:00p.m.