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दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662 Mail ID- crdpgcollege.gkp@gmail.com

Address: New Colony, Diwan Bazar Gorakhpur -273001



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SKILL OF POWERPOINT PRESENTATION

Course Title: Mastering Microsoft PowerPoint

Duration: [20 Days]

Target Audience: [TO CREATE A SMARTNESS POWER POINT PRESENTATION]

Course Objectives:

- To equip participants with the skills needed to create effective presentations.
- To enhance participants' understanding of design principles and presentation techniques.
- To familiarize participants with advanced features of PowerPoint.

Session Breakdown:

1. Session 1: Overview of PowerPoint

- Introduction to PowerPoint interface
- o Understanding different view modes (Normal, Slide Sorter, Presenter View)

2. Session 2: Creating a New Presentation

- Choosing templates and themes
- Adding and formatting text
- Using bullets and lists

3. Session 3: Adding Visuals

- o Inserting images, shapes, and icons
- o Utilizing SmartArt for visual representation

4. Session 4: Working with Slides

- o Adding, deleting, and rearranging slides
- Applying slide transitions
- Inserting audio and video
- Adding animations to text and objects

5. Session 6: Enhancing Presentations

- o Best practices for effective slide design
- o Color theory and font selection

6. Session 7: Collaborating and Sharing

- o Working with comments and revisions
- Exporting and sharing presentations (PDF, video)

7. Session 8: Tips for Effective Presentations

- Delivery techniques
- Engaging your audience

Course Objectives (COs)

1. Enhance Presentation Skills

 Improve participants' verbal and non-verbal communication skills for effective delivery.

2. Build Confidence

o Increase participants' confidence in public speaking through practice and feedback.

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3. Master Presentation Tools

 Familiarize participants with various presentation tools and technology to enhance their presentations.

4. Develop Audience Engagement Techniques

o Teach strategies for engaging diverse audiences and maintaining their interest.

5. Refine Content Structuring

o Guide participants in organizing their presentations logically and effectively.

6. Provide Constructive Feedback

 Encourage participants to give and receive feedback to foster a collaborative learning environment.

Program Outcomes (POs)

1. Effective Communication

 Participants will demonstrate improved verbal and non-verbal communication skills in their presentations.

2. Increased Confidence

 Participants will report a measurable increase in confidence when speaking in front of an audience.

3. Technical Proficiency

 Participants will effectively use presentation software and tools to enhance their presentations.

4. Engagement Skills

 Participants will apply techniques that actively engage and interact with their audience.

5. Content Clarity

 Participants will deliver well-structured presentations that convey their message clearly and concisely.

6. Peer Feedback Competency

 Participants will provide and utilize constructive feedback to improve their own and others' presentation skills.

Assessment:

Participants will create a short presentation as a final project to demonstrate their learning.

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Assessment Method

Assessing a skill power presentation program involves a variety of methods to gauge effectiveness and impact. Here are some key assessment methods you might consider:

1. Pre- and Post-Assessment Surveys

- **Objective:** Measure participants' confidence and skills before and after the program.
- **Content:** Questions related to presentation skills, anxiety levels, and knowledge of techniques.

2. Observational Assessments

- **Objective:** Evaluate presentation skills in real-time.
- **Process:** Use rubrics to assess participants during practice presentations or final presentations, focusing on delivery, engagement, and content organization.

3. Self-Assessment Tools

- **Objective:** Encourage self-reflection among participants.
- **Content:** Surveys or checklists where participants rate their own skills, strengths, and areas for improvement.

4. Peer Reviews

- **Objective:** Foster a collaborative learning environment.
- **Process:** Have participants provide constructive feedback on each other's presentations based on specific criteria.

5. Video Recordings

- **Objective:** Analyze presentation skills in detail.
- **Process:** Record presentations for participants to review their performance and identify areas for improvement.

6. Feedback from Instructors

- **Objective:** Gain expert insight into participants' skills.
- **Content:** Instructors can provide detailed evaluations based on observed presentations, focusing on specific criteria.

7. Skills Demonstration

- **Objective:** Assess practical application of skills learned.
- **Process:** Have participants deliver a presentation that incorporates techniques from the program, evaluated by a rubric.

8. Follow-Up Assessments

- **Objective:** Measure long-term retention and application of skills.
- **Content:** Conduct assessments a few months after the program to see if skills are being utilized in real-world settings.



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9. Participant Outcomes

- Objective: Evaluate real-world impact.
- **Process:** Collect data on how participants use their skills in professional settings, such as job performance reviews or promotions.

10. Engagement Metrics

- **Objective:** Assess participant engagement during the program.
- **Content:** Track attendance, participation in discussions, and completion of assignments.

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Activity Pics

Date:-11-11-2020





Students were taught to make presentations Lecture on course

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ACTIVITY REPORT

Dates: 11-11-2020

The Skill Power Presentation Course aimed to enhance participants' presentation skills and confidence. Activities included workshops on communication techniques, audience engagement strategies, and hands-on training with presentation tools. Participants delivered practice and final presentations, receiving constructive peer feedback. Post-course surveys indicated a improvement in skills and confidence. Overall, the course fostered a collaborative environment, leading to positive participant outcomes and recommendations for additional practice sessions in future iterations.



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ATTENDANCE

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