



**CHITKARA**  
UNIVERSITY

**Online Workshop on**

# **Mastering Oral Presentation Skills**

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June 01 - 05, 2020

[www.chitkara.edu.in/presentation-skills](http://www.chitkara.edu.in/presentation-skills)

## **Introduction**

Ineffective presentation gasps human energy and leads to time wastage. The poorly drafted and carelessly presented presentation creates ripples that go far beyond the specific presentation. The listeners who are subjected to such presentations have a feeling that ranges from resentment to hostility, or at least, pity for inept communicator. Such presentation doesn't go well with the image of the organization and could potentially turn out to be costly proposition for the presenter and the organization.

Most of us are expected to convey important ideas orally. Ironically, a lot of us have received little or no training on oral presentation skills. This workshop is for those who have been subjected to boring, ill-prepared business presentations and who don't want to replicate the same. It aims to offer concise and intriguing guidance to master oral presentation skills. This workshop will help the participants learn the art of presenting idea vigorously and effectively.

## **Workshop Contents**

- Communication – a critical competency
- Conceptual planning
- Knowing your audience
- Preparing your mind
- Stating and supporting key ideas
- Arranging ideas for clarity and impact
- Beginnings, transitions and endings – the ties that bind
- Add a little life to your style
- Visual Aids – sharpen key points, focus and pictures
- Delivering the presentation
- Persuasive messages – how they work
- Instructional presentations

## **Tools and Techniques**

Lectures, activities and discussions

## **Major Takeaways**

- An understanding of desirable practices in oral presentation skills
- How to arrange your ideas, articulate your thoughts for a meaningful presentation
- How to analyze your listeners?
- Techniques of beginning, transitions and endings during the presentation
- Persuasion skills

**Date :**

**June 01 to June 05, 2020**

**Time :**

**10:00 AM - 12:00 PM**

**Who Should Attend?**

- **Students**
- **Faculty members**
- **Practitioners**

**Participation Fee\***

**INR 500/- per participant**

\*Participation fee includes study workbook and exercises

**Registration**

<https://paym.chitkara.edu.in/presentation-skills>

# Certificate of Participation

Chitkara Business School, Chitkara University will issue a certificate of participation to each participant.

## About Resource Person

**Sandhir Sharma** is Ph.D. in Strategic Management current serving as Dean, Chitkara Business School, Chitkara University, Punjab, India since 2010. Dr. Sharma has 20 years of experience in education industry and 5 years in telecom industry. He has authored several books, research papers and articles in newspapers or magazines. His core interest is in strategy formulation and skill building. Travelled across the globe and attended several global events as presenter, speaker and author. Dr. Sharma is a member of several apex bodies, management associations and consultant to many small industry units. He strongly believes in power of communication and advocates, emphasis right way of articulating thoughts, ideas and perspectives with full of positivity and humbleness.



## About Chitkara University

Chitkara University is a leading non-profit University in North India with campuses in Chandigarh, Punjab and Himachal Pradesh. Its programs in various academic disciplines are consistently ranked among the top 50 in the country. Chitkara University is the first University of North India to be figured in Times Higher Education Impact Rankings 2020. These rankings bear testimony to the enduring commitment, outstanding faculty and the rich learning environment of Chitkara University. Chitkara, as a brand, brings with it a reputation that has been earned through years of serving the career needs of the student community. Chitkara graduates are highly sought after by the industry. The Chitkara brand is synonymous with excellence and innovation. For more information, log on to <http://chitkara.edu.in>

## About Chitkara Business School

Chitkara Business School was established in 2008. Since its inception it has earned an enviable reputation for outstanding academic turnout. The programs run by Chitkara Business School enable the students to find the route to success at the intersection of theory and practice. The programs help students discover and implement innovative solutions to real world problems. The endeavor of Chitkara Business School is to expose the students to the latest business trends and gear them to face the challenges of the corporate world. The School's holistic approach to learning equips the students with the total skill set – knowledge skills, soft skills and heart skills, required to become a valuable asset to the industry and society. For more information, log on to <http://chitkara.edu.in/cbs>



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