

COMPONENT #6:  
TRAINING PRESENTATION -FINAL (20%)

**Due Dates:**

- Selection of presentation TOPIC and any partner (optional) - End of Week#12
- Presentations will be scheduled last week of school (Week 14)

**THE TRAINING PRESENTATION**

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The purpose of this presentation is to provide an opportunity to improve the following set of skills:

- ☐ Work individually or with a partner
- ☐ Research skills
- ☐ Presentation skills
- ☐ Oral and written skills
- ☐ Communication skills
- ☐ Time Management skills
- ☐ Organizational skills

**Option A: “Train the class”**

**THE PRESENTATION:**

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In a group of 2 or by yourself pick any IT software that you know or have learned in school. You can do screenshots OR a live presentation of the program.

*The topic is to be approved prior to presentation.* You can pick from the list below or find your own. We will not do multiple presentations on the same topic – the first group to send me a formal email requesting a specific topic will be able to present that topic. I am completely open to alternative projects – but the topic must be approved prior to the end of week 12.

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**PRESENTATION REQUIREMENTS:**

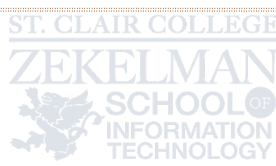
The presentation is to be approx. 5-7 minutes in length

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The presentation must include an overview of the chosen software/technology and its benefits.

The presentation must present the basics on how to use the designated tool – a quick start lesson.

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## SUBMISSION INSTRUCTIONS:

All presentation materials must be submitted in electronic form using the Blackboard submission point prior to the start of class the day of your presentation.

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## ATTENDANCE IS MANDATORY:

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Students are expected to be present for all presentations and active participants (Q&A).

## POTENTIAL TOPICS:

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- Slack
- Skype
- Workplace by Facebook
- Asana
- Toggle
- Trello
- Basecamp
- MS Project
- SharePoint
- Sketch
- Atlassian/ JIRA
- Hangouts
- CrashPlan
- VirtualBox
- Gliffy
- Jenkins
- Craft

Note: You are also encouraged to find your own topic.

Note: Training presentations may also be about a key/new computer related technology. All topics must be approved by the instructor. The topic selected should be of interest to your peers.

This assignment is worth 20% of your overall mark.