**Week 6: Preparing an Induction Presentation**

**Lab Objectives:**

By the end of this lab, students will be able to:

1. **Develop and deliver** a professional induction presentation.
2. **Clearly articulate** their career vision and long-term goals.
3. Enhance **public speaking and presentation skills** through feedback and refinement.
4. Utilize **effective visual communication** by designing a structured slide deck.

**Activity: Induction Presentation**

**Task:**

* Prepare a **5-minute induction presentation** that includes:
  1. **Personal Introduction** – Who you are and your background.
  2. **Your Vision for the Organization** – How your skills and values align with the company’s goals.
  3. **Where You See Yourself in Five Years** – Your career aspirations and professional growth plan.
* Create a **slide deck (5–7 slides)** that visually supports your presentation.
* Deliver your presentation **live or as a recorded video submission**.
* Incorporate **peer or instructor feedback** to improve your presentation skills.

**Instructions for Preparing an Effective Presentation**

**Step 1: Research and Outline Your Content**

* **Introduction:**
  + Briefly introduce yourself (name, educational background, interests).
  + Mention **why you chose IT** and what excites you about the field.
* **Your Vision for the Organization:**
  + Research a **hypothetical or real company** where you see yourself working.
  + Explain how your **skills and values** align with the company’s mission.
  + Mention what you can **contribute to the organization’s success**.
* **Your Five-Year Career Plan:**
  + Define **short-term and long-term goals**.
  + Identify key **skills, certifications, or experiences** you plan to acquire.
  + Discuss potential **career progression** (e.g., Software Engineer → Senior Developer → Tech Lead).

**Step 2: Design an Engaging Slide Deck**

**Slide Structure:**

| **Slide** | **Content** |
| --- | --- |
| **1** | Title Slide – Your Name, Presentation Title |
| **2** | About Me – Brief introduction, background, and interests |
| **3** | My Vision – How your skills align with the organization |
| **4** | Where I See Myself in 5 Years – Career roadmap |
| **5** | Skills & Development Plan – Certifications, training, projects |
| **6** | Conclusion – Key takeaways & final thoughts |
| **7** | Thank You – Contact Information |

**Step 3: Delivering the Presentation**

* **Live Presentation:**
  + Maintain **eye contact and confident body language**.
  + Speak **clearly and at a steady pace**.
  + Engage with the audience and **avoid reading directly from slides**.
* **Recorded Presentation:**
  + Use tools like **Zoom, PowerPoint Recorder, or OBS Studio**.
  + Ensure **good audio quality and clear visuals**.
  + Upload the video to **Google Drive, YouTube (Unlisted), or LMS**.

**Step 4: Incorporate Feedback & Improve**

* Present to a **peer or instructor for initial feedback**.
* Identify areas for improvement (**content clarity, pacing, engagement**).
* Refine slides and **rehearse to enhance confidence**.

**Expected Deliverables:**

1. **Slide deck (5–7 slides) in PDF or PPT format**.
2. **Recorded video presentation (or live delivery in class)**.
3. **Brief reflection (100–150 words)** on what you learned from the feedback.

**Sample Reflection:**

"After receiving feedback, I realized that I was speaking too fast and needed to pause more frequently. I also improved my slides by making them less text-heavy and more visual. Practicing multiple times helped me feel more confident and allowed me to refine my key points. Moving forward, I aim to enhance my public speaking skills by engaging more with the audience."