What is Presentation?

It is a communication where the combined skills of spoken, non-verbal i.e. body language, written communication & listening are utilized to sell or inform or educate or present or to influence the audience.

What are Presentation skills?

Presentation has structure and goals and Audience Engagement.

Why do you need Presentation Skills in your Role in Capgemini?

Presentation is not a speech, lecture, or Solo.

It’s about giving example.

SLA-Service Level Agreement.

Structure of Presentation

* Tell the audience what you are going to tell them

(Interesting & Engaging, Opening Line or Statement – history, Interesting question, Opening is Fundamental as it sets the Tone of the Presentation)

* Tell them (Actual information, Concepts, Key Points, etc. Ex-Audience Oriented)
* Then tell them what you have told them(Take away points, Actions & Questions, Thank the audience/Acknowledge the host)

Hi I am Dhanalakshmi