# Module- 7

CONFIDENCE BUILDING
(ACTIVITY SESSION) LANGUAGE
BARRIER , IMPROMPTU SPEECH
IT POLICIES BRIEFING

# PERSONAL INFORMATION OVERVIEW

## Name
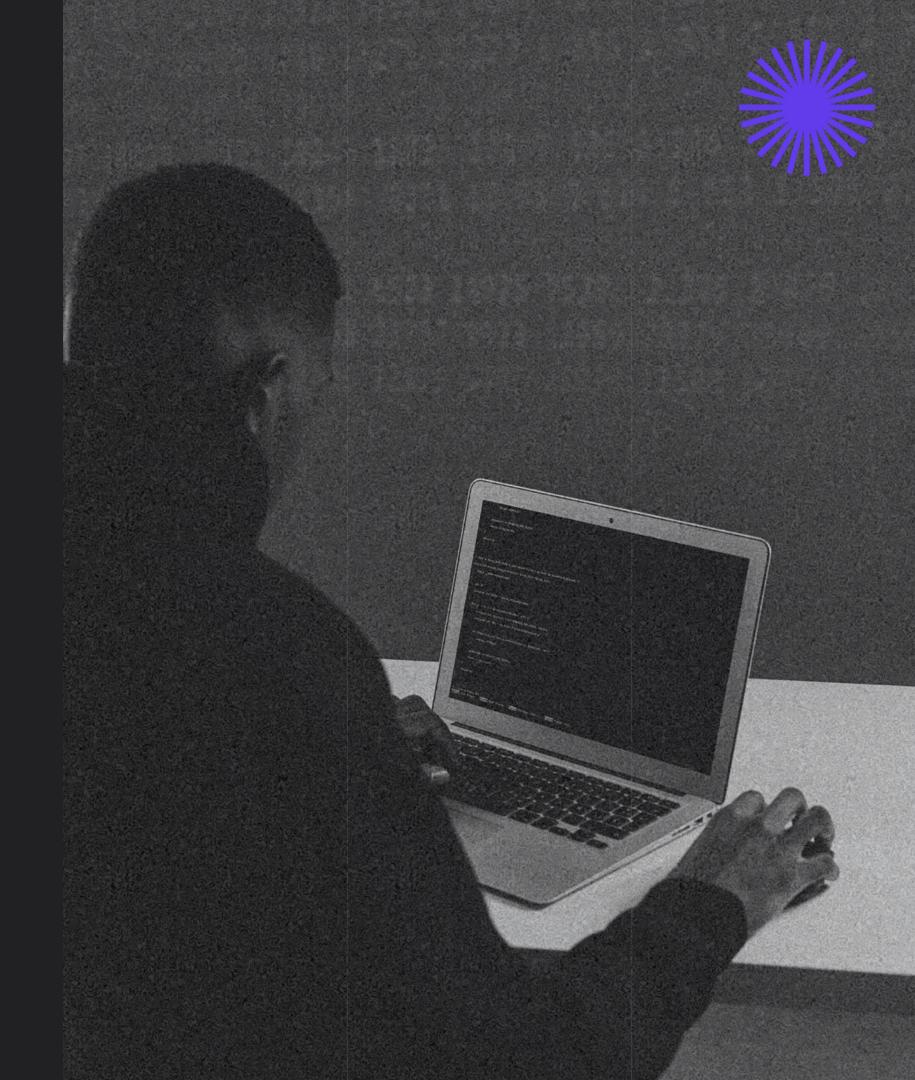
Dhruvita Devani

## Current Status

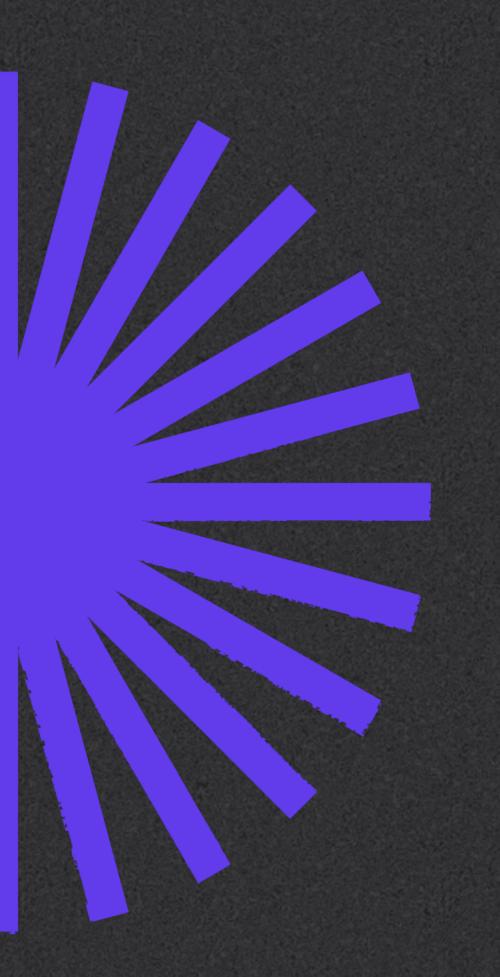Student At Tops Technologies, Pursuing Specialization Data Analysis Course

## Educational Background

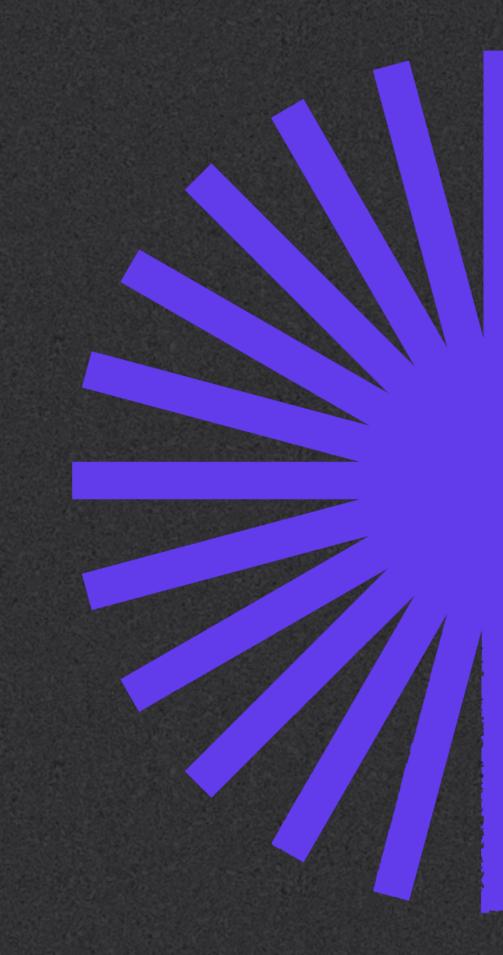Bachelor Of Computer Application in Uka Tarsadia University

## Key Personality Traits

Strong Analytical And Problem-solving Skills
Create  Dynamic Dashboard and analysis Skill
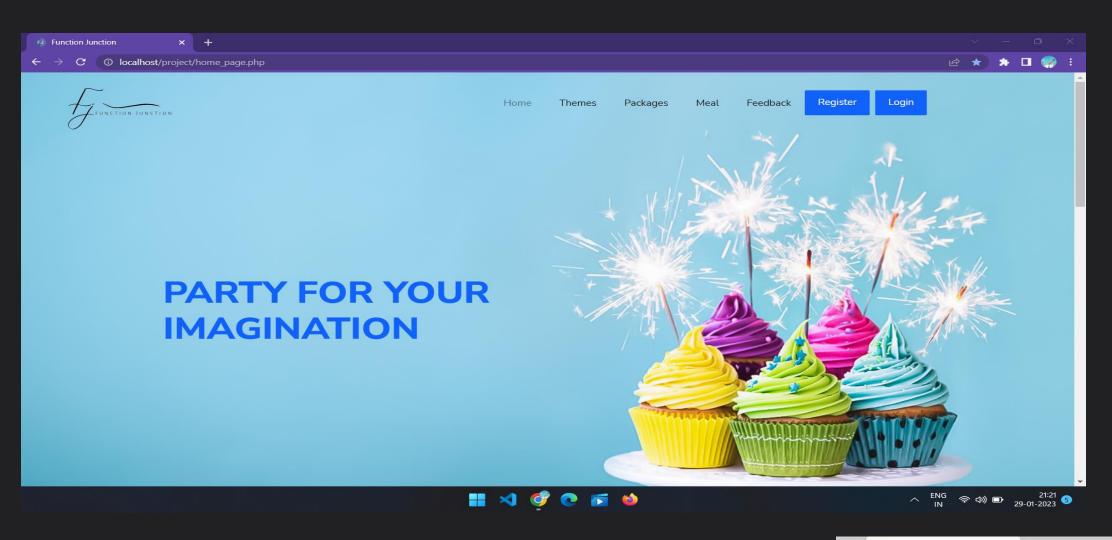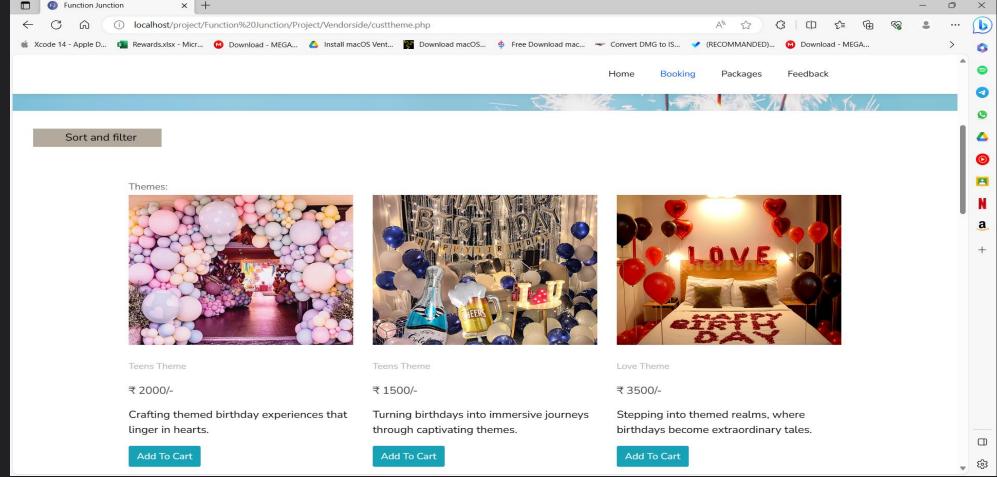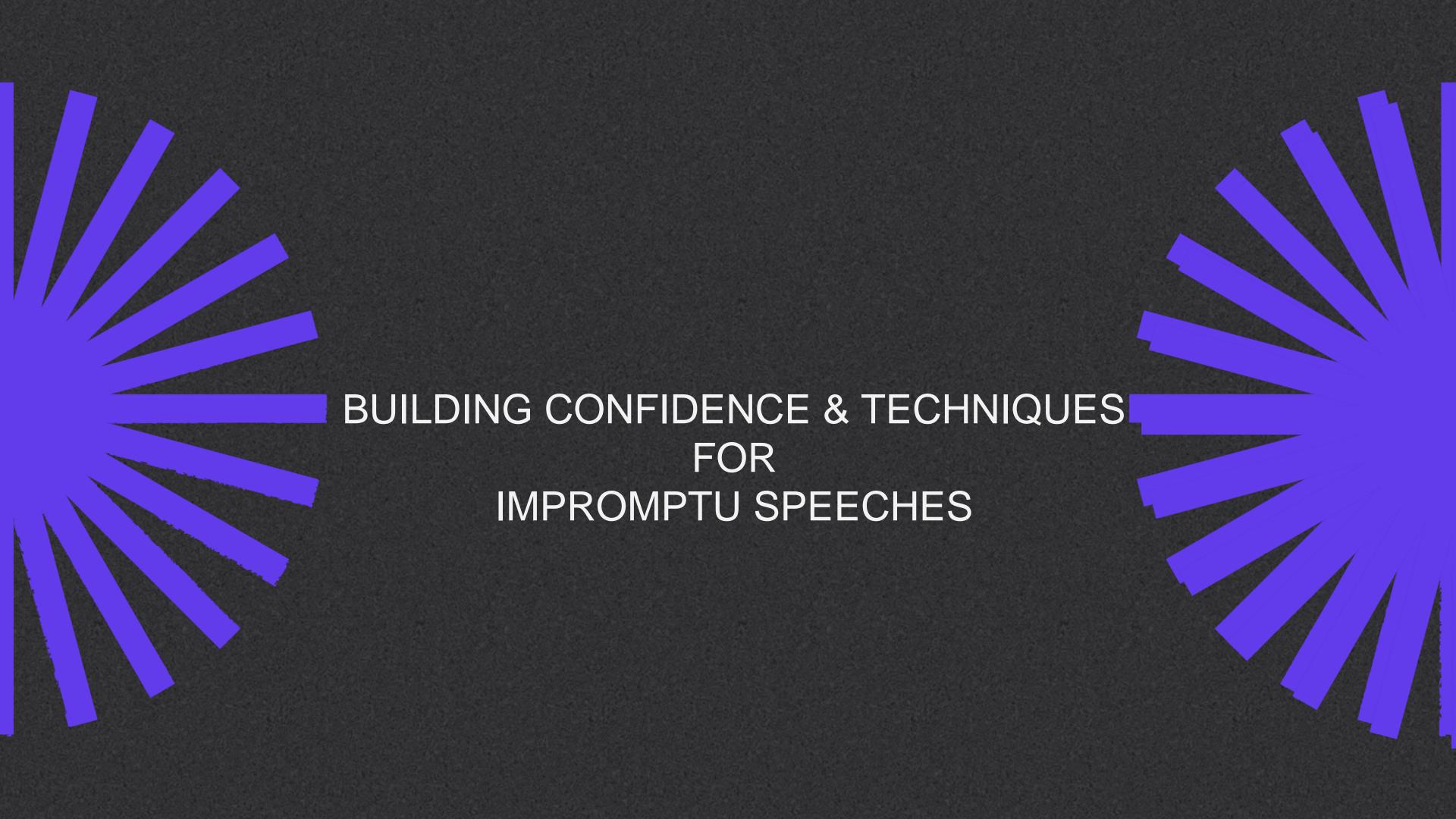
# TECHNOLOGY PROJECTS

# Function Junction

**Definition**: -

**"Function Junction"** is for only birthday celebration. It is an intermediator between vender/event planner, customer/ event organizer and venue manager. The customer who wants to organize an event that customer must have to register in this system. That customer doesn't have to go anywhere for "birth party celebration". Customer can select venues, themes, and packages and cards it will be approved or reject by the user who add those thing., so customer can select according to their budget. Venue manager can add venue's and packages pictures and also information and vendor also can add theme's pictures and descriptions.

Function Junction

localhost/project/home_page.php

Home    Themes    Packages    Meal    Feedback    Register    Login

## PARTY FOR YOUR IMAGINATION

ENG    21:21
IN     29-01-2023



Function Junction

localhost/project/Function%20Junction/Project/Vendorside/custtheme.php

Xcode 14 - Apple D...    Rewards.xlsx - Micr...    Download - MEGA...    Install macOS Vent...    Download macOS...    Free Download mac...    Convert DMG to IS...    (RECOMMANDED)...    Download - MEGA...

Home    Booking    Packages    Feedback

Sort and filter

Themes:

Teens Theme
₹ 2000/-
Crafting themed birthday experiences that linger in hearts.
Add To Cart

Teens Theme
₹ 1500/-
Turning birthdays into immersive journeys through captivating themes.
Add To Cart

Love Theme
₹ 3500/-
Stepping into themed realms, where birthdays become extraordinary tales.
Add To Cart

# BUILDING CONFIDENCE & TECHNIQUES
## FOR
## IMPROMPTU SPEECHES

## Regular Practice

Regularly I worked practical 2 hours and theory 1 hours and watching some Video and regular practicing to build my confidence.
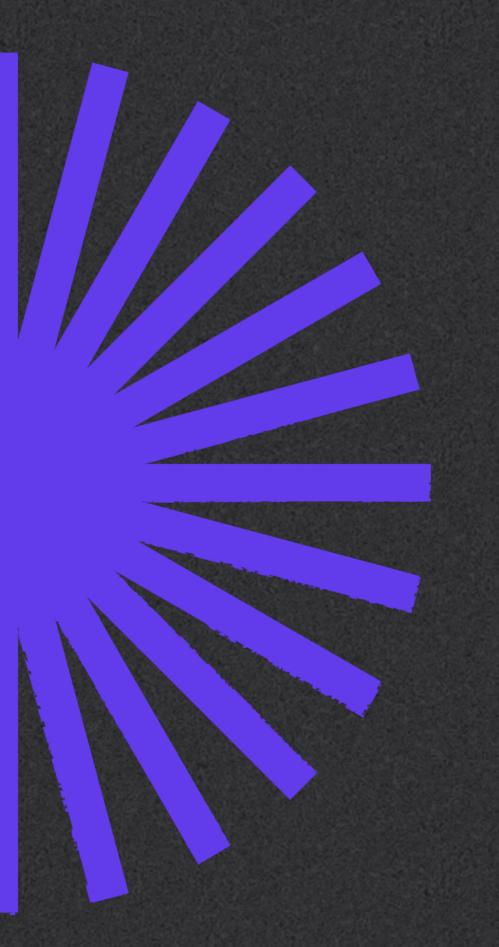
## Seek Feedback

Our faculty assign some task , projects, assignment and I comlete all work and check faculty work and faculty give feedback according to my work quality, performance, confidence, speech, communication.
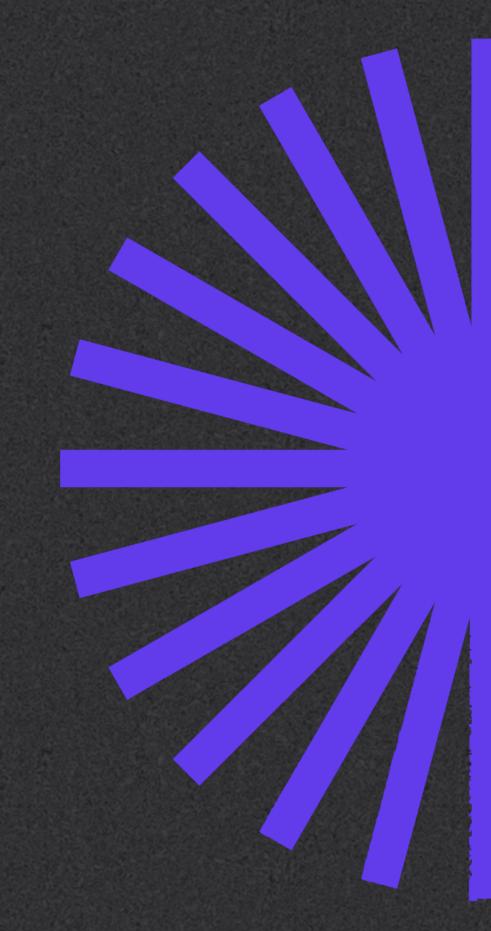
## Set Achievable Goals

First I completed my data analysis course and then get job best company with expected salary.

## Positive Mindset

A positive mindset can impact your confidence so I always stay positive to increase my confidence.
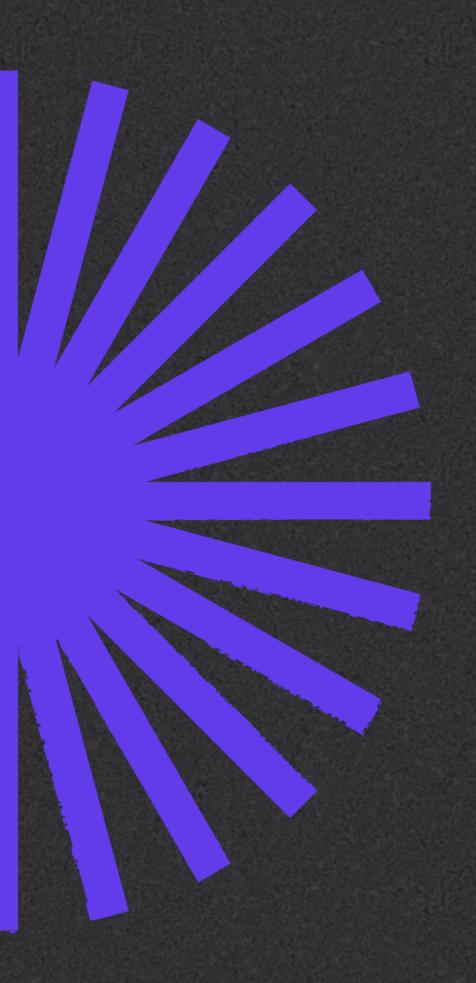
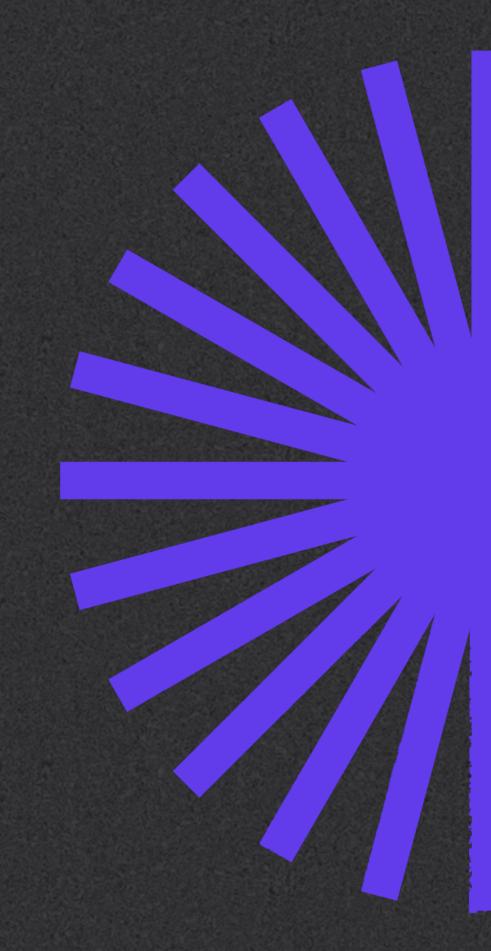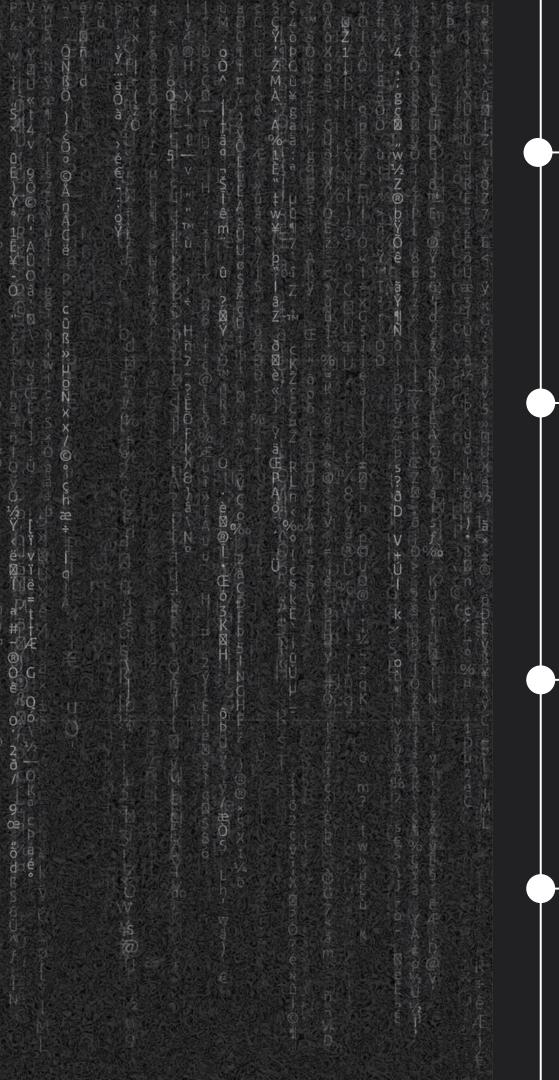# Techniques for Successful Impromptu Speeches

## PREP method

- Point
- Reason
- Example
- Point

- Breathe & Start Simple: Take a moment, then jump into your main point. Keep it clear and concise.

- Tell a Story (PREP): Use the PREP method: Point, Reason, Example (story or anecdote), Point (reiterate your main idea).

- Conversational & Valuable: Speak naturally and offer the audience something worthwhile.

- Short & Strong: Get your point across quickly and leave a lasting impression.

- Confidence is Key: Project composure and enthusiasm, even if nervous. Believe in yourself!

# IT Policies: Your Graphic Design Guardrails

## Keep data safe

To keep company data safe, use strong passwords and access controls, encrypt sensitive information, and regularly update software, use firewalls and anti-malware tools, and back up data regularly.

## Guard your work

To guard your work, use strong passwords, regularly back up your files, limit access to trusted individuals, and protect your intellectual property with copyrights or watermarks. Keep software updated and monitor usage to prevent unauthorized access.

## Use software legally

Use software legally by purchasing genuine licenses, following the terms, avoiding piracy, and keeping your licenses up to date.

## Work remotely securely

To work remotely securely, secure your Wi-Fi, update software, enable multi-factor authentication, and use strong passwords, back up your data regularly.

☺ Thank you ☺