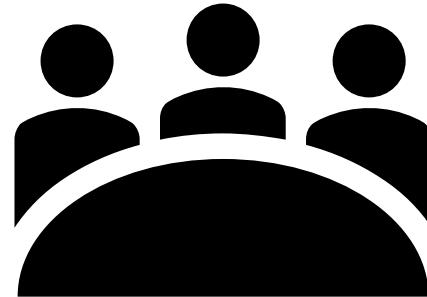


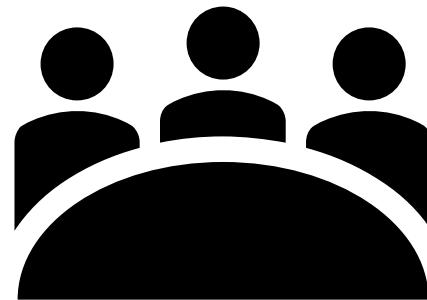
Plan Presentation Content



Introduction to Planning Presentation Content

- Effective presentations start with thorough planning.
- Planning defines your purpose, audience, and key messages.
- A well-planned presentation ensures clarity and engagement.

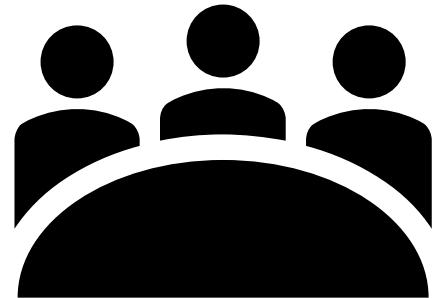
Plan Presentation Content



Define the Purpose of Your Presentation

- Inform, persuade, entertain, or inspire?
- Your purpose shapes the content and tone.
- Example: Informing employees about new company policies.

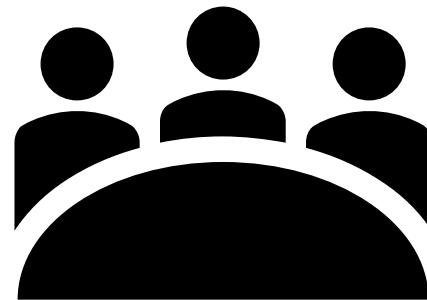
Plan Presentation Content



Analyze Your Audience

- Consider demographics, knowledge level, interests, and expectations.
- Tailor content and language accordingly.
- Example: Technical details for experts vs. simplified overview for general staff.

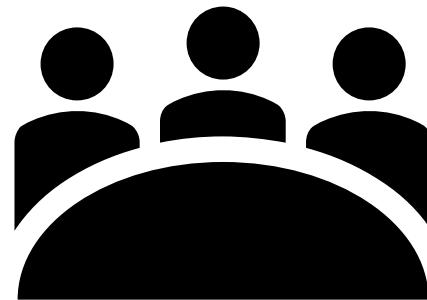
Plan Presentation Content



Research and Gather Information

- Collect accurate, relevant data from credible sources.
- Organize facts, examples, and visuals to support your points.
- Example: Use company reports and case studies for a business presentation.

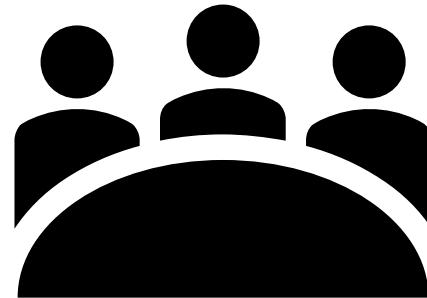
Plan Presentation Content



Organize Content Logically

- Create an outline: Introduction, body, conclusion.
- Group related ideas into coherent sections.
- Use headings and subheadings to structure information.

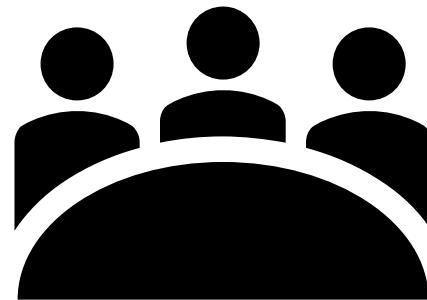
Plan Presentation Content



Organize Content Logically

- Example Outline:
 - Introduction: Overview of new policies
 - Body: Details on each policy change
 - Conclusion: Benefits and next steps

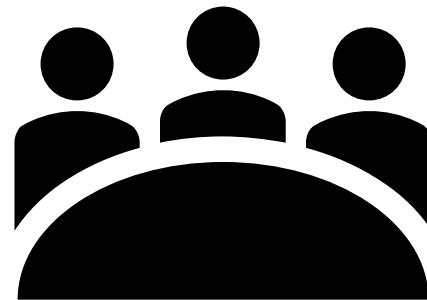
Plan Presentation Content



Develop Clear and Concise Slides

- Use bullet points and short sentences.
- Incorporate visuals like charts, images, and diagrams.
- Avoid clutter and excessive text.
- Example: Use a pie chart to show employee feedback statistics.

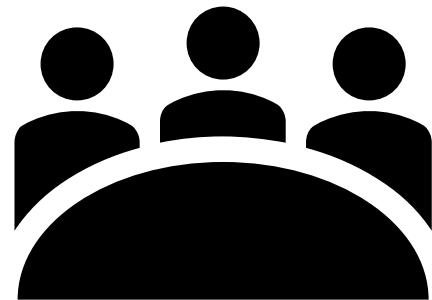
Plan Presentation Content



Practice Transitions and Flow

- Use transition phrases to connect sections smoothly.
- Ensure logical progression to keep audience engaged.
- Example: “Now that we’ve discussed the policy updates, let’s look at how they benefit the company.”

Plan Presentation Content



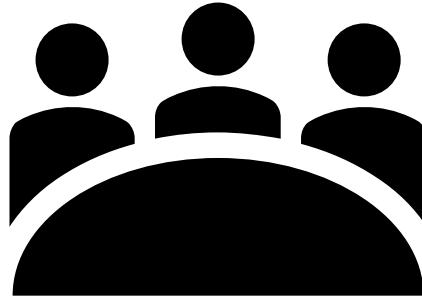
Assignment

Presentation: New Company Policies

- Title Slide: New Company Policies Update
- Introduction: Purpose and overview

Contd..

Plan Presentation Content

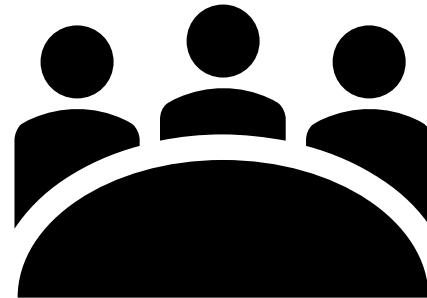


Assignment

Presentation: New Company Policies

- Policy 1: Flexible working hours (bullet points + image)
- Policy 2: Remote work guidelines (bullet points + flowchart)
- Policy 3: Health and safety measures (bullet points + infographic)
- Conclusion: Summary and call to action

Plan Presentation Content



Summary

- Plan with purpose and audience in mind.
- Research thoroughly and organize logically.
- Keep slides clear and visually appealing.
- Practice flow and transitions for smooth delivery.