

FOUR – DAY WORKSHOP ON PRESENTATION SKILLS

For Teachers of RKG Groups of Institutions.

Date: May 19, 2009 – May 22, 2009.

Timings: 10.00 am to 5.00 pm.

A Pseudo Scholar is one who makes easier things difficult and a good teacher is one who makes difficult things easier. However, we as teachers may not try to become Pseudo Scholars rather than good teachers; there is a need to acquire the skills of effective presentation to remain a good teacher and eventually become a Scholar by continuous research and development.

Programme Contents:

- Setting objectives clearly to meet the needs of the audience / students.
- Developing a basket of ideas.
- Structuring presentation logically.
- Presenting Key facts concisely and conveniently.
- Effectively using a participative style, including handling of questions.
- Designing visual aids effectively.
- Audience analysis.
- Feed – Back Behavioral approach.

Methodology:

The workshop will be organized on highly participative style with a view to ensure maximum participation and involvement of participants. Learning methods will include.

- Discovery Learning.
- Discussions.
- Micro Sessions.
- Exercises.
- Video Recording and analysis.

SCHEDULE

DATE/DAY	TOPIC
DAY 1 (FORE NOON)	Familiarization/Introduction Workshop Review “This is me”----- Preparation” and Self Analysis
DAY 1 (After noon)	<p>Presentation Skills – Its Dimension</p> <p>Presentation</p> <ul style="list-style-type: none"> ✓ Management of Stress <p>Presentation</p> <ul style="list-style-type: none"> ✓ Techniques ✓ Selecting topics ✓ Selecting objectives <p>Skills of Generating & developing Ideas</p> <ul style="list-style-type: none"> ✓ Developing topic ✓ Structure <p>Presentation</p> <ul style="list-style-type: none"> ✓ Planning, structuring and preparing introduction
Day 2 (Forenoon)	<p>Presentation Strategies</p> <p>Visuals</p> <p>Role, Design Preparation & Use</p>
Day 2 (Afternoon)	<p>Power point</p> <p>Preparation & Designing Slides</p>
Day 3	Preparation & Practice
Day 4 (Forenoon)	<p>Micro sessions</p> <ul style="list-style-type: none"> ✓ Presentation – Critical Review
Day 4(Afternoon)	<p>Micro sessions</p> <ul style="list-style-type: none"> ✓ Presentation – Critical Review <p>Review of Learning/Action Plan</p> <p>Workshop Validation</p>

The workshop is planned to be highly intensive. Participants will be expected to work beyond work shop timings. Ample opportunity will be provided to enable each participant to derive maximum benefits.

Number of Participants will be limited to 16 (Sixteen). Preference will be given to teachers having experience of two years or less.

Key Trainers: Dr. N. K. Rai.
Dr. Rakesh Goel.

Venue: RKGIT for Women.

Contact No's: Dr. N. K. Rai (09310089935).
Dr. Rakesh Goel (09310089941).
Ms. Swati Kumar Singh (09717513337).