

Department of Agriculture

01 Oct 2021

CIRCULAR

VALUE ADDED COURSE (Presentation Skills)

B. Sc (H) Agriculture

Students of B. Sc (H) Agriculture IVth year are hereby informed that value added course "Presentation Skills" is scheduled from 11 October 2021 in your respective classroom, Academic Block-III.

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Dr. Mudita Verma
- Duration: 2 hrs

Program Overview:


The objective of this course is to develop accounting professionals who are ready to deal with complex transactions in the corporate world and are able to maintain books of accounts as per the requirement.



Dr. Akshita Banga

(HOD)

Head
Department of Agriculture
Invertis University, Bareilly



Dean Faculty of Agriculture
Invertis University
Bareilly-243123, UP



Registrar
Invertis University
Bareilly

Course Code AG -03 Course Name- Presentation Skills (36 hours)

- Understand the fundamentals of effective, successful presentations.
- Plan and prepare powerful presentations that engage the audience.
- Eliminate speaker anxiety and nervousness.
- Polish and learn delivery techniques to present information like a professional.
- Use visual aids effectively.

MODULE 1 12 Hours


Preparation of presentation – 1st part – what, how, for whom, structure, principles and presentation technique, business presentation specifications, Report Writing, Developing Effective Presentation Skills. Oral Presentation: Principles of oral presentation, factors affecting presentation, sales presentation, training presentation, conducting surveys.

MODULE 2 12 Hours

Speeches to motivate, effective presentation skills. Slide Presentation: Craft your message, Make visuals, Include proper content for your presentation. Verbal communication – jawbreakers, argumentation, usable and unsuitable phrases, Communication skills – listening, empathic reaction,

Module3. 12 Hours

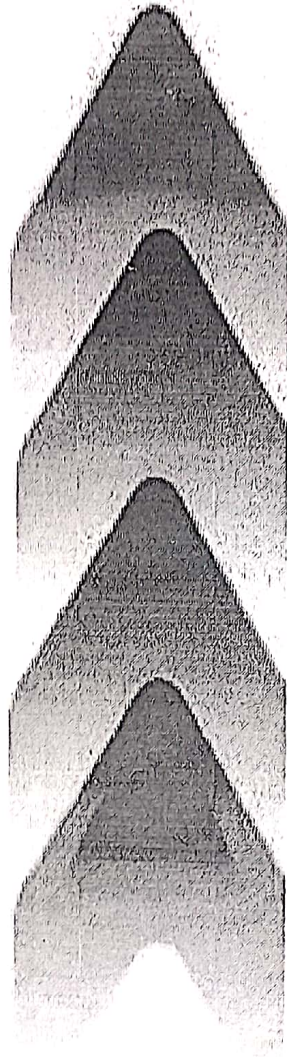
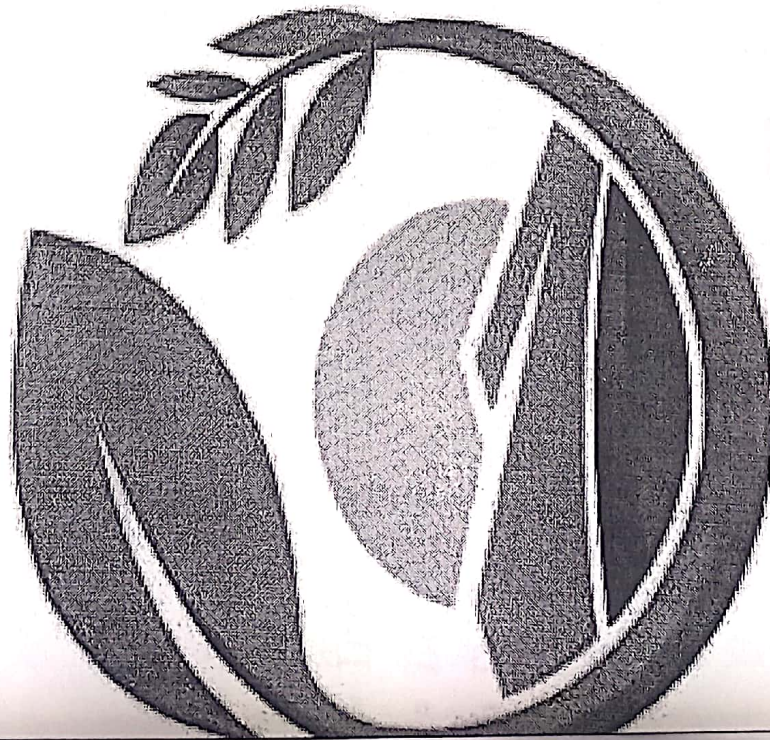
Feedback appreciation and critique, Paradigm of human cooperation why there could be problems to start the communication and what to do with it – Defense against manipulation, how to say NO, stress management, Image and etiquettes.


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Organised by : Department of Agriculture
Presentation Skills





Time- 3 to 5 pm

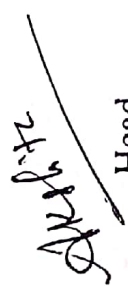
DATE- 11/10/21 TO 16/11/2021

Key Speaker : Dr. Mudita Verma

HOD : Dr. Akshita Banga


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Course Overview

- Improved Confidence & Better Communication.
- Career Success & Growth Opportunities.
- Increased Morale.
- Better Business & Client Success.
- Presentation Skills for Employees.
- Better Public Relation.




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