

PRESENTATION SKILLS AND EFFECTIVE COMMUNICATION COURSE
(Approved by Training dte. Signal No. S.XII. 10/2014-TRG.DA.13, dtd 24/11/14)

AIM

To improve the presentation and communication skills of young officers of CRPF.

SCOPE OF THE COURSE:-

Enable the participants to:-

1. Make effective presentations.
2. Improve drafting, listening and verbal communication skills.
3. Improve public speaking skills.

METHODOLOGY:-

1. Lectures.
2. Presentations.
3. Micro sessions.

ELIGIBILITY:-

Assistant Commandants of CRPF.

CAPACITY:- **20**

BLOCK TIME TABLE

Duration	03 days
Total periods in a day	08
Total number of periods in the course	24
Duration of each period	40 Minutes

BLOCK SYLLABUS

S/NO	SUBJECT
1	Presentation skills.
2	Listening and drafting skills.
3	Micro sessions on presentation skills.
4	Micro sessions on public speaking.
5	Miscellaneous (opening & closing address)

DETAILED SYLLABUS

1. Presentation skills.

S/No	Subject
1.	How to make effective presentations: <ol style="list-style-type: none">1. The content.2. Fonts, colour schemes.3. Animations.4. Slide transitions.5. Use of hyperlinks, sounds.

2. Listening and drafting skills

S/No	Subject
1.	Listening and drafting skills: <ol style="list-style-type: none">1. The listening process.2. How to enhance listening skills.3. How to improve drafting.4. How to screen and filter the contents to prepare precise drafts.

3. Micro sessions on presentation skills

S/No	Subjects
1.	Micro sessions on presentation skills: <ol style="list-style-type: none">1. The essentials of an effective presentation.2. Attributes of a good presenter.3. Things to be kept in mind for making an effective presentation.4. Practice of making presentations.

4. Micro sessions on public speaking

S/No	Subjects
1.	Micro sessions on public speaking: <ol style="list-style-type: none">1. The attributes of a good speaker.2. Stage fear, how to overcome it.3. Voice modulation, punctuation etc.4. Do's and Don'ts for public speaking.5. Practice of public speaking.

5. Miscellaneous

S/No	Subjects
01	Course overview and opening address
02	Closing address

Note:- 1) Academy can do some para-phrasing of the sub-topics mentioned in detailed syllabus as per need, requirement, immediate feedback and utility of trainees, without changing the block time table and block syllabus.
