



DUCC
Delhi University Computer Centre



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DELHI UNIVERSITY COMPUTER CENTRE

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one week

Faculty Development Program

on

**Communication & Presentation Skills
in Classroom Teaching**



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18-22 December 2023



10:00 AM - 5:00 PM



G-12, Maharishi Kanad Bhawan, University of Delhi



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Communication & Presentation Skills
in Classroom Teaching
(December 18 – 22, 2023)

Course Overview

Key life skills include communication, which is even more crucial in the classroom because every word is heard by future generations. Teaching takes both patience and expertise as prerequisites. Participants should leave this programme with a firm understanding of what effective communication skills are, how to develop them, and how to use them in presentations. This is among the most important abilities expected in the teaching profession. Presentations require a suitable visual aid as well as a strong foundation for the presentation's main theme. This curriculum contains all necessary material as well as advanced material to enhance faculty members' public speaking skills and boost student acceptance.

Pre-requisite

1. Open mind to learn and grow

Course Outline

The following focus areas are included in this course:

1. Communication & its basics
2. Classroom Body language
3. Communicating Assertively to Students
4. The psychology behind Student Communication
5. Presentation Skills - Introduction
6. Why? & Who? Of Presentation Skills
7. Structuring Presentation Skills
8. Alternatives to PowerPoint
9. Pro Tips for Presentation
10. Epic Success & Failures of Presentation
11. Audience Management

Course Outcomes

1. Explore the basics of Communication
2. Implement the importance of listening
3. Understand Verbal and Non-Verbal Communication
4. Work on Body Language
5. Understand and overcome the barriers of communication
6. Be more assertive
7. Understand the importance of presentation
8. How to prepare a presentation
9. The art of presentation delivery
10. Rules of interaction
11. Things to be focused on before presentation
12. Presentation tools