

PRESENTATION EXAMINATION – SECTION-D**Time Allowed: 15 Minutes****Maximum Marks: 30**

- (i) Computer Based Sections of Multiple Choice Questions (MCQs) – Section-A, Short Cases – Section-B, and Report Writing – Section-C administered separately are integral parts of this [PM6] Communication Skills – Practical Corporate Training Level-2 Examination.
- (ii) Presentation Evaluators will distribute the presentation evaluation top cover sheet to the candidates before the start of the presentation.

SELECT ANY ONE SITUATION FROM THE FOLLOWING FOR YOUR PRESENTATION**SITUATION # 1**

Finding new and innovative ideas is a vital part of the growth and success of any team or organization. Brainstorming techniques is one of those techniques which are considered as creative and exciting. It is important to find a framework and idea-generation process like brain storming that empowers the group to generate meaningful results.

Brainstorming techniques have proven to be a quick way to come up with a lot of ideas. They will often include steps to shift perspective, facilitate team collaboration and refine initial ideas into something even better.

Required:

As a Corporate Trainer, you have been invited by a reputed university to give presentation on “Brainstorming tool as a catalyst of increasing efficiency in decision making”, covering the following points:

- Introduction
- Types of brainstorming techniques
- Rules of brainstorming technique in developing an effective session.
- Individual versus group brainstorming
- Conducting a brainstorming session.
- Why to use Brainstorming technique?
- Conclusion

SITUATION # 2

The Balanced Scorecard (BSC) is a strategic planning and performance management framework used by all sort of business to align day-to-day activities with the enterprise’s vision, mission, and values. It tracks financial and non-financial measures to determine the degree to which the enterprise is performing as desired and when and where corrective action is required.

BSCs were originally meant for companies but were later adapted also by non-profit organizations and government agencies. BSCs are meant to measure the intellectual capital of a company, such as training, skills, knowledge, and any other proprietary information, that gives company a competitive advantage in the market.

Required:

As a Strategic Consultant, you have been asked by the higher management to give a presentation on “Importance of Balanced scorecard (BSC) as a tool of performance management”, covering the following points:

- Introduction
- Perspectives of Balanced scorecard
- Strategic Objectives
- Key Performance Indicators (KPIs)
- Balanced Scorecard Development
- Comparing the Balanced Scorecard between private and public sectors
- Key Features and benefits
- Conclusion

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INSTRUCTIONS:

- (a) Preferably, the students are advised to express their original thoughts/ insight using tools of creativity and imagination.
- (b) The examinees are required to make an oral presentation of 15 minutes before audience including examiners and some students. The awarded marks will depend on the oral presentation combined with the use of visual aids like charts, graphs, transparencies, etc. The time spent by each examinee in positioning charts and visual aids will be excluded from the allowed time i.e. 15 minutes for each presentation.
- (c) The presentation is acceptable on multimedia/ projectors only.
- (d) The examinees shall arrange their own devices/ USBs etc. for presentation.
- (e) The examinees must ensure the version of operating system or software installed at their centres one week before the presentation examinations.
- (f) The examinees should be well prepared for their presentation and shall make their presentation professionally rather than mere reading their slides/ transparencies.

Total marks of the test is 30 that would be allocated as follows:

Y = YES = 1 Mark

N = No = Zero

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| 1. | Was he/she dressed well for the presentation? | Y / N |
| 2. | Did he/she capture audience attention with the complimentary paras in the beginning? | YY / N |
| 3. | Was the topic clearly focused upon? | YY / N |
| 4. | Did he/she present brief structure (plan) of presentation? | YY / N |
| 5. | Did he/she settle himself/herself soon? | Y / N |
| 6. | Did he/she use transitions when required? | YY / N |
| 7. | Did he/she give specific examples/ facts and details in the presentation? | Y / N |
| 8. | Did he/she generate interest in the presentation through his/her tone? | YY / N |
| 9. | Were his/her movements natural and was he/she confident with proper eye contact and other gestures? | YY / N |
| 10. | Did he/she have well designed, well thought out visuals for the presentation? | Y / N |
| 11. | Did he/she use visual aids, intelligently? | YY / N |
| 12. | Was his/her pitch of sound, fair and audible? | Y / N |
| 13. | Did he/she maintain good pacing (medium, fast or slow)? | Y / N |
| 14. | Did he/she use positive phrasing (clarity of language)? | YY / N |
| 15. | Did he/she conclude the presentation in a complimentary way? | YY / N |
| 16. | Did he/she offer any concrete recommendations/ suggestions? | Y / N |
| 17. | Did he/she invite questions from the audience? | YY / N |
| 18. | Did he/she handle the questions with ease and comfort? | YY / N |
| 19. | Did he/she stay back and participate in presentations of other students (same group)? | Y / N |



DIRECTOR EXAMINATIONS