



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI
DEPARTMENT OF B.COM. (HONOURS)



WORKSHOP



Presenting to Perfection: Achieving

Presentation & Digital Dexterity

for Next-Gen Success

for
First Year
B.Com.
(Honours)
students

Unlock your Potential as:

- **Presentation Maestro:** Perfect Your Presentation Fundamentals
- **Design Prodigy:** Create Stunning Visuals with Canva and PowerPoint
- **Digital Maverick:** Enhance your Digital Literacy and Skills
- **Creative Collaborator:** Compete in a Fun Challenge and receive Feedback!

Resource Person

Harish Govind G P

Alumnus, B.Com. Honours
(Batch 2020-2023)



August 29th & 30th, 2024
(Thursday & Friday)
11:30 pm to 1:30 pm

Why Join?

- Get Hands-On with Cool Presentation and Design Tools.
- Team Up, Design, and receive Real Feedback.
- Enjoy Interactive Games, Exciting Activities.
- Leave with awareness of Digital Skills that Make You Stand Out!

Tools you will use:

- ✓ MS PowerPoint/Google Slides
- ✓ Canva
- ✓ Mentimeter
- ✓ Quizizz
- ✓ Forms



Takeaways: Handouts | Drive Access | Certificate of Participation

*Get ready to shine! No prior experience needed - just bring your enthusiasm and curiosity.
Dive into Canva and PowerPoint beforehand to familiarize yourself and make the most of this workshop.*

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI -34
DEPARTMENT OF B.COM (HONOURS)
PRESENTATION AND DIGITAL DEXTERITY WORKSHOP

On August 29th and 30th, 2024, a workshop on "Presentation and Digital Dexterity" was organized for first-year B.Com (Honours) students. The sessions were led by Mr. Harish Govind, an alumnus of Loyola College (B.Com Honours, 2020-2023). Spanning two days with two one-hour sessions each day, the workshop provided students with valuable insights into essential digital and presentation skills alongside practical exercises for self-assessment of their existing capabilities.

Day 1: Mastering Presentation Skills and Tools

The first day began with a session on creating effective presentations, focusing on the steps involved and essential pre-presentation preparations. Mr. Govind shared his approach to crafting presentations and introduced various applications that streamline the process. In the second session, students got hands-on with digital tools as Mr. Govind demonstrated their use. The students worked through two worksheets—one to help them plan a presentation and another as a self-review checklist. The day concluded with an assignment in which students were divided into eight groups, each tasked with creating a presentation incorporating the new tools they had learned. These presentations were to be reviewed the following day.

Day 2: Digital Skills in Business and Peer Evaluation

The second day began with an insightful session on the importance of presentation skills in business and the digital competencies required in various professional roles. Mr. Govind also outlined the specific application skills employers look for in potential hires. In the final session, each group presented their PowerPoint projects. Mr. Govind provided feedback, offering suggestions for improvement and praise where deserved. He also distributed three worksheets: a digital skills self-assessment, a self-SWOT analysis to help students identify areas for improvement and a peer assessment worksheet where teams evaluated each other's presentations based on set criteria.

Overall, the workshop was an engaging and informative experience for the students. It highlighted the importance of digital skills and provided practical guidance on how to develop them further.

