

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
CONTROLLER GENERAL OF DEFENCE ACCOUNTS
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(Website/WAN)

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Circular No. 2

To,

All PCsDA/ PIFAs/PCA (Fys.)
All CsDA/ IFAs/ CsFA (Fys.)
NADFM / All RTCs / DPTI/OTI

Subject: Preparing a standard Presentation.

Making Power Point presentations has been an essential and integral part of job of an officer. Clear, to-the point and effective presentation may make a durable impression in the mind of the target audience.

2. In order to increase and improve professionalism in the department, it is felt that the presentations being made during all training courses and other official occasions should be crisp, lucid, persuasive and convincing.

3. Therefore, guidelines delineating paradigms of a good presentation have been prepared for ready reference. The same are annexed. It is requested to circulate these guidelines to all officials for their benefit.



(Sangeet)

Dy. CGDA (HRD)

GUIDELINES FOR SLIDE PRESENTATION

1. Organising the Content:

A. BRAINSTORMING :

- Why are you giving the presentation?
- What materials you want to use alongside?
- Who is the audience and how many will attend?
- What do they know about the training material?
- What do you want them to learn (take away points)?
- Where and when will the presentation take place?

GUIDELINES FOR SLIDE PRESENTATION

B. DRAFTING :

- Set presentation level as per audience.
- Have a beginning, a middle and an end.
- Summarize the main points.
- Plan conclusion first.
- Make remaining slides supporting the conclusion.
- Put contextual material for audience to relate.

(Contd...)

GUIDELINES FOR SLIDE PRESENTATION

- Content should make listener understand:
 - a. What is the problem and why?
 - b. What has been done about it?
 - c. If contextual, what is the presenter doing (or has done) about it?
 - d. What additional value does presenter's approach provide?
 - e. Where does one go from here?

GUIDELINES FOR SLIDE PRESENTATION

2. SLIDE DESIGN

A. CONSISTENCY :

- Consistency makes presentation professional.
- Be consistent in use of colours, fonts and graphics.
- Place like items similarly on each slide (i.e. title, subtitle, bullet points, graphics, etc.).

