



Wissen Baum Engineering Solutions

BEL Batch 4 Training Report

Date: 17 June 2023

Wissen Baum Engineering Solutions

Germany | USA | India

Training No: WB_PD_006



Executive Summary

This report was prepared to provide information on the “Training Program PowerPoint presentation” program conducted on 17th June 2023. Recommendations include the continuity of the program and the creation of training activities

Objectives

The training plan’s objectives were:

- To brush up the “**Training Program PowerPoint presentation**” knowledge to the Batch 4 team (Freshers)

Background:

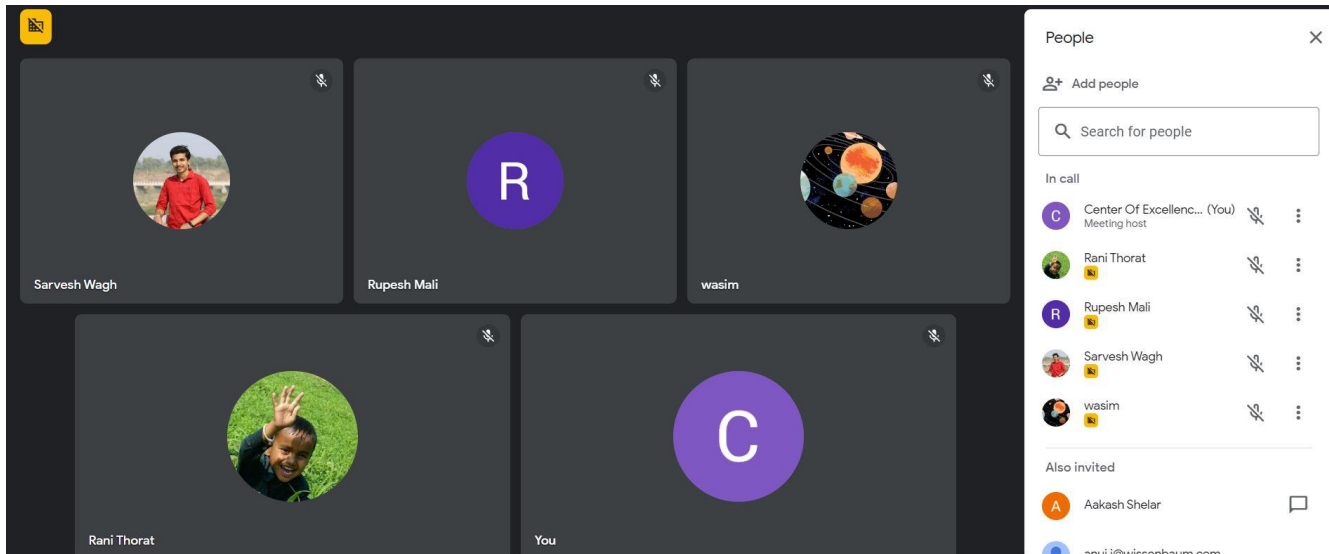
- Design Engineers working as onsite support to BEL (Batch 4: Freshers).
- We choose to offer to enhance presentation skills needed to create, edit and present professional looking presentations using text, tables, diagrams, charts and pictures.
- **Training Date:**
- 17th June 2023

Trainer:

- Swapnil Jadhav

Attendees:

- Sohailuddin
- Nakul
- Wasim
- Sarvesh
- Rani
- Rupesh



Mode / Methodology

- Online Mode

Training Content:

- Why PowerPoint Presentation is necessary
- How to improve or start writing a good presentation?
- What is the PowerPoint Presentation structure and how to follow
- Decide on a working title and the main takeaways.
- Introduction.
 - The title of the presentation
 - The objective(s) of the presentation
 - A table of contents
- Main Body
- Summary
- Conclusion

Way Forward:

To enhance the soft skill of writing effective and persuasive business communication through PowerPoint presentation.