



भारत सरकार | Government of India  
संचार मंत्रालय | Ministry of Communications  
दूरसंचार विभाग | Department of Telecommunications  
राष्ट्रीय संचार अकादमी- वित्त | National Communications Academy-Finance  
महरोली-गुरूग्राम मार्ग, घिठोनी | Mehrauli-Gurgaon Road, Ghitorni  
नई दिल्ली-110047 | New Delhi – 110047

**No: 11-71/MK/EPS/2024-25/NICF**

**Dated:12.08.2024**

To

1. Member(F)/Member(S)/Member(T), DoT HQ New Delhi
2. CGCA, DoT New Delhi
3. Director General Telecom (DGT), DoT, New Delhi
4. Advisor (F) / Advisor (O) / Advisor (T) / Wireless Advisor, DoT
5. Administrator (USOF), DoT HQ
6. CVO, DoT
7. All Head of CCA Units (Pr. CsCA/CsCA/JtCsCA)
8. All Heads of LSA Offices
9. DG NCA-T
10. Director NCA-W

**Sub: Specialized two-day Training Programme on "Effective Presentation Skills"**

National Communications Academy-Finance (NCA-F) is organising a two-day training program on "Effective Presentation Skills" for JTS/STS/JAG/SAG level officers of the Department of Telecommunications (DoT). The training is proposed to be held on the 29th and 30th of August 2024 at NCA-F premises.

The training aims to enhance the presentation skills of the officers, covering key aspects such as the fundamentals of effective presentations, understanding audience needs, establishing rapport and hands-on sessions with various presentation tools including Microsoft PowerPoint, Canva, Google Slides, and the Dashboard Template.

Course No.	1108202402
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Duration	2 days
Period	29.08.2024 to 30.08.2024
Timing	10:00 am to 05:30 pm
Venue	Academic Block, NCA-F Campus

### **Introduction & Objective:**

The Two-Day Training Session on **Effective Presentation Skills** aims to enhance the ability of karmayogis to deliver impactful presentations. Participants will learn the key elements of successful presentations, including structure, content, and delivery, and develop skills in analyzing and tailoring content to different audience types. The training will provide proficiency in using popular presentation tools like Microsoft PowerPoint, Canva, and Google Slides, focusing on both basic and advanced features. Attendees will engage in hands-on workshops to create visually appealing presentations, integrate multimedia elements, and explore dynamic tools. The session will culminate in practical exercises and feedback to refine and improve presentation skills.

### **Learning Objective:**

- Understand the key elements of effective presentations for government servants
- Design & create visually appealing content with advanced features & multimedia
- Gain proficiency in using Microsoft PowerPoint, Canva, and Google Slides.
- Hands-on workshops to refine presentation delivery skills

### **Target Population:**

JTS/STS/JAG/SAG level officers of DoT HQ/ O/o CGCA/ O/o DGT/ DoT Field Offices

**Last date of receipt of nominations: 21.08.2024**

**Maximum Number of participants: 30**

**Course Director** : Sh. Ankit Anand, Director (Mob: 9810795825)  
**Course Coordinator** : Sh. Amarnath Ojha, Dy. Director (Mob:9811075586)  
**Nodal Officer** : Sh. Kundan Kumar Singh, AO (Mob: 9471899993)

**Contact email-id: [nicf.moc@gov.in](mailto:nicf.moc@gov.in)**

- All the Head of Offices / Controlling Officers are requested to circulate this 'A' Circular internally and to all the offices/divisions/circles/wings under their control, and kindly encourage and endorse nominations (through email) for the said training program.
- The list of selected participants would be shared by NCA-F before the workshop well in advance for making travel arrangements.



- The workshop will be conducted in Physical Mode at NCA-F, Ghitorni, New Delhi.
- Food and lodging for the participants will be arranged at the NCA-F Campus during the training.
- While sending the nominations, along with the name of the officer concerned, his Mobile number and Email ID must be submitted by the concerned office to enable this office to contact the officer and convey any information.
- **Participants are advised to bring their laptops with pre-installed Microsoft PowerPoint and access to Canva and Google Slides for the hands-on sessions.**
- In case of any query or clarifications feel free to contact us.
- All related correspondence (through email) may be sent to the Nodal Officer at the following number/email IDs:

Sh. Kundan Kumar Singh  
Mob-: 9471899993  
E-mail- [nicf.moc@gov.in](mailto:nicf.moc@gov.in)



Ankit Anand  
Course Director  
NCA-F

Copy to:

1. Sr. PPS to Secretary (T), New Delhi
2. PS to NCA-F
3. DDG (CBT), DoT HQ
4. DDG (E&TF), DoT HQ
5. Director (Trg. Fin.), DoT HQ
6. Sh. S. K. Balyan, Director (Training – II), DoT HQ w.r.t. eMail dated 1st July 24.