

**No. 11-124/MK/CBP/PresentationSkill/2026-27/NCA-F
(FTS- 255208)**

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

Dated: 12.08.2026

Office Memorandum

Sub: Workshop on 'Making Effective PowerPoint Presentations' for Senior Officers- reg.

National Communications Academy - Finance is organizing a Workshop on 'Making Effective PowerPoint Presentations' for Senior Officers of DoT and its attached offices located at Delhi. The subject and schedule of the Workshop are as under:

Sl. No.	Topic	Date	Venue
1	Making Effective PowerPoint Presentations	20.08.2026 – 21.08.2026 10:00 am to 01:30 pm	Academic Block, NCA-F

Introduction:

Effective PowerPoint presentations are an important tool for senior officers to communicate policy matters, technical issues, key decisions and institutional priorities in a clear and impactful manner. The quality of a presentation depends not only on the content but also on its visual structure, clarity, storytelling and delivery.

The proposed Workshop is designed specifically for senior officers of DoT Headquarters & its attached offices located at Delhi to strengthen their ability to create and deliver professional, concise and visually effective presentations. The programme will follow a practical, domain-specific and feedback-driven approach, enabling participants to work on presentations relevant to their own areas of responsibility.

Learning Objectives:

By the end of the programme, participants will be able to:

1. Structure presentations effectively — organise key messages in a clear, logical and audience-oriented manner.
2. Improve visual quality — use appropriate layouts, visuals, charts and design elements to make presentations clear and engaging.
3. Present technical and policy matters effectively — convert complex subject matter into concise and comprehensible presentations.

4. Deliver presentations with greater impact — improve clarity, confidence and effectiveness of verbal delivery.
5. Apply feedback constructively — identify and address weaknesses through individualised feedback.
6. Refine presentations iteratively — revise and re-present their slides to demonstrate improvement in both content and visual presentation.
7. Use of symbols and logos in presentation— Awareness of GoI guidelines.

Target Population: DDG, Director and ADG level officers.

Maximum Number of participants:15

Last date of receipt of nominations: 18.08.2026

Course Director : Sh. Amarnath Ojha (Mob: 9811075586)

Course Coordinator : Ms. Taruni Pandey (Mob: 9083037992)

Competencies addressed : F-38

General Instructions:

- All the Heads of Wings/Divisions of DoT are requested to kindly fill nominations for the said training program through Competency Portal of DoT only.
- Workshop will be conducted in Physical Mode at NCA-F, New Delhi.
- Food and lodging for the participants will be arranged at NCA-F Campus during the Training.
- In case of any query/clarification, offices may contact Nodal Officer Sh. Kundan Kumar Singh, AAO (MK) Mobile No. 9471899993.

This issues with the approval of the Competent Authority.

Encls:

- i. Registration process
- ii. Workshop Structure

Digitally signed by
Amarnath Ojha
Date: 12-08-2026
17:51:10

अमरनाथ ओझा
पाठ्यक्रम निदेशक
एनसीए-एफ, घिटोर्नी

To

All Divisions of DoT HQ and Attached offices located at Delhi.

Copy to:

1. PPS to Secretary (T), DoT, New Delhi
2. PPS to Member (F)/ Member (S)/ Member (T)/, DCC, New Delhi
3. PPS to Advisor (F)/Wireless Advisor, DoT HQ, New Delhi
4. PPS to Administrator, DBN, DoT HQ, New Delhi

5. PPS to Financial Advisor, DoT HQ, New Delhi
6. PS to DG, NCA-F
7. JS (T), DoT HQ
8. DDG (CBT), DoT HQ

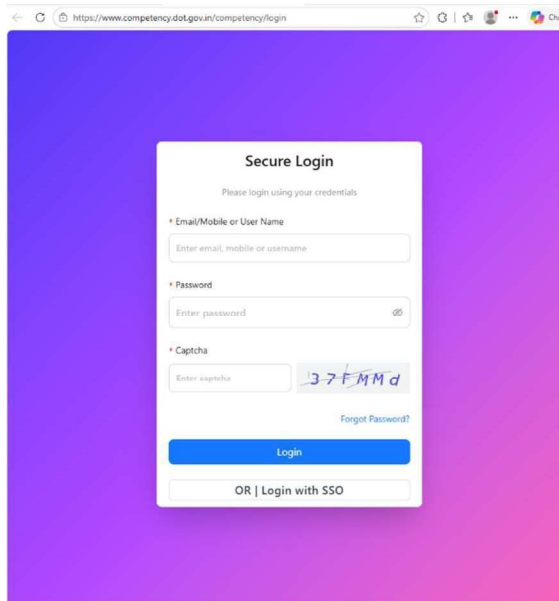
Annexure – i (Registration process)

Registration process for applying courses on the competency portal of DoT

1. Open the url: <https://eservices.dot.gov.in/competency-portal>
2. Click on **login** button-

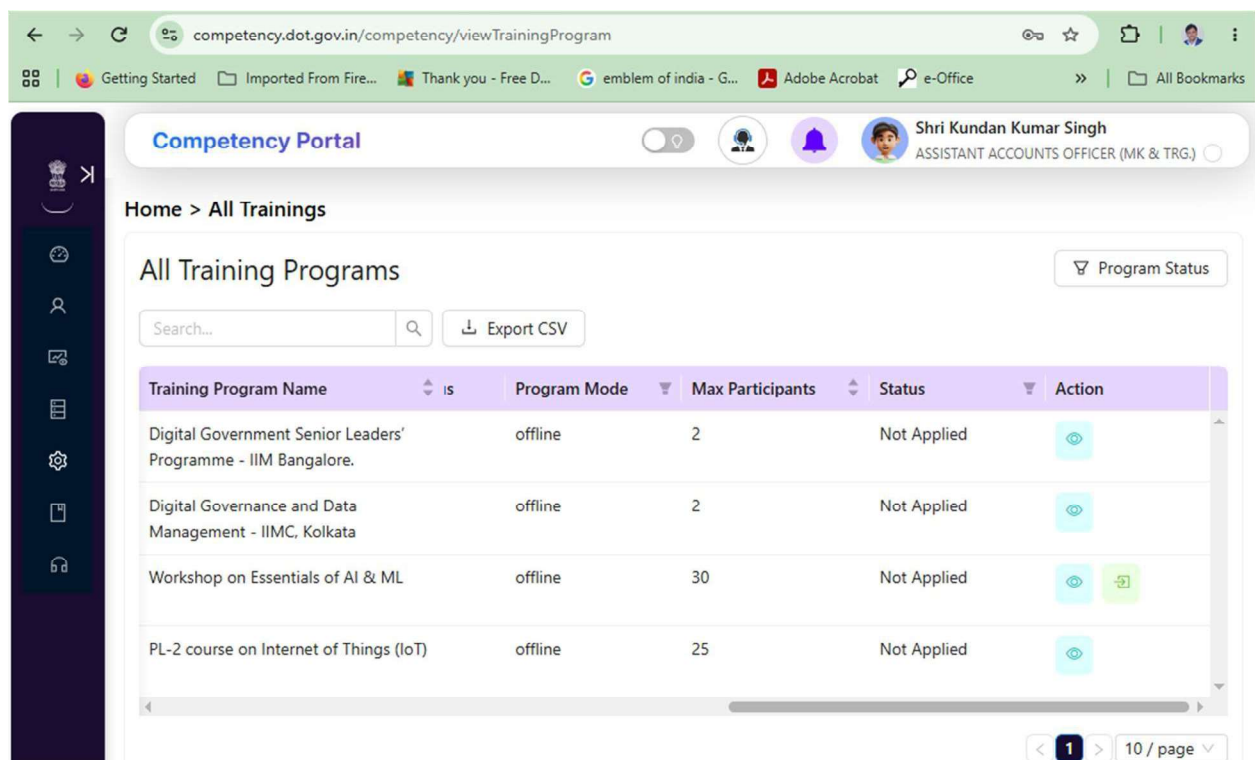


3. Enter your registered Email, Mobile Number, or Username with your password to log in, or select **Forgot Password** to reset your credentials if needed.



The image shows a web browser window with the URL <https://www.competency.dot.gov.in/competency/login>. The page has a purple-to-pink gradient background. In the center is a white box titled "Secure Login" with the instruction "Please login using your credentials". It contains three input fields: "Email/Mobile or User Name", "Password", and "Captcha". The "Captcha" field shows the text "3-7 FMM d". Below the inputs is a "Login" button and a link for "Forgot Password?". At the bottom of the box is an option "OR | Login with SSO".

4. Click on **Manage Training > All Training Programs**



The image shows the "Competency Portal" dashboard. The top navigation bar includes the portal name, a user profile for "Shri Kundan Kumar Singh" (Assistant Accounts Officer), and various icons. The main content area is titled "All Training Programs" and includes a search bar, an "Export CSV" button, and a table of training programs. The table has columns for Training Program Name, Program Mode, Max Participants, Status, and Action. The first three rows show programs with a status of "Not Applied" and an eye icon in the Action column. The fourth row shows a program with a status of "Not Applied" and a green button with a minus sign in the Action column.

Training Program Name	Program Mode	Max Participants	Status	Action
Digital Government Senior Leaders' Programme - IIM Bangalore.	offline	2	Not Applied	
Digital Governance and Data Management - IIMC, Kolkata	offline	2	Not Applied	
Workshop on Essentials of AI & ML	offline	30	Not Applied	
PL-2 course on Internet of Things (IoT)	offline	25	Not Applied	

Click on Green Button (Apply) in the rightmost Action Column.

5. Upload document or enter justification, if applicable or simply click Apply Button.

Submit Nominations

Upload Document- Approval Copy of the approving authority (if applicable)

File Name	Size	Type
Drop files to attach, Browse Files		

1. Please upload PDF files only and file size should be 5000KB.

Remark- Justification for the training (if applicable)

Enter Remark

Apply

- After application, the application will be recommended by Nodal of the Unit.

In case of any technical problem in registration or recommendation on competency portal, send email to – adet.trg-dot@gov.in, dirtrg-dot@gov.in

Annexure – (ii)

Workshop Structure

Capacity Building Training Session on Making Effective PowerPoint Presentations

Day 1 – Baseline Presentation and Feedback

Participants will be required to present any presentation they have made before any senior/higher authority earlier; if else they have not presented earlier before any senior /higher authority, they may prepare a presentation on a topic of their choice.

The presentations will be video-recorded and subsequently replayed during the session. A structured feedback and review exercise will then be undertaken, focusing on the content and structure of the presentation, clarity of communication, effectiveness of the slides, delivery, body language, voice modulation, time management, and overall impact.

The feedback will enable participants to identify areas for improvement and refine their presentation for the subsequent session.

Day 2 – Improved Presentation and Review

Participants will deliver a revised and improved version of the presentation made on Day 1, incorporating the feedback received during Day 1. Each presentation will again be video-recorded.

The recordings will be replayed and reviewed to assess the improvement achieved by each participant. A second round of structured feedback will focus on the effectiveness of the revised presentation, delivery and communication skills, use of visual aids, engagement with the audience, confidence, and overall effectiveness.

The two-day exercise will provide participants with an opportunity to practice, receive evidence-based feedback, apply the learning, and demonstrate measurable improvement in their presentation skills.