

What is expected from each department?

- Each department to have ppt material associated to them and there could be up to 2 speakers could jointly give the ppt for defined time
- There must be tools predefined for successful presentation deployment which needs to be informed to Anand prior and he can take care of it.
- Each department to take stats of last year and compare it with today, this year in a chart to understand the growth performance since we have data of 2 years to deal with (2016 and 2017).
- Also, additionally add any new data that the department could think of and doesn't have to be in format of 2 years data if they can't make it available (example: like only 2017 data to present)
- Dept. could form a committee of 2-3 to get all these preps done if you can't do it alone in order to finish the task on time

PPT Guidelines:

1. The presentations should be bullet point format not in paragraphs
2. Presentation should display the major achievements showcased by the department for the year 2017 or comb of 2016 & 2017 not exceeding 5 points.
3. There should be visuals, charts to make it as a fun element so that it's not boring for the eye.
4. Maximum of 5 slides and each slide comprising 1 min, in a nutshell 5 slides 5 minutes if it exceeds the timeframe – the presenter will be called off immediately from the podium by the time keeper.
5. Each team can have one nominee who will be the speaker/presenter for that team during the presentation

Request you all to use the attached template of CBS & CBH only

Note: For any help and support HR dept. is available throughout.