



**TALENT MANAGEMENT SKILLS**  
**Add on course**  
**Department of Business Administration**

**MODULE IV**



**INSTRUCTOR**  
**S.A.Rahmath Ameena Begum MBA.,M.Phil., MBA**  
**Head & Asst.Prof,**  
**Department of Business Administration**  
**WWWC**



# Module compiles

- 1 Presentation skills
- 2 Communication skills
- 3 Leadership skills
- 4 Self branding skills

## Presentation skills

**It is the ability of one needs in order to deliver compiling, engaging, informative, transformative, educational, enlightening, and/or instructive presentations.**

**For instance public speaking, tone of voice, body language, creativity, and delivery.**

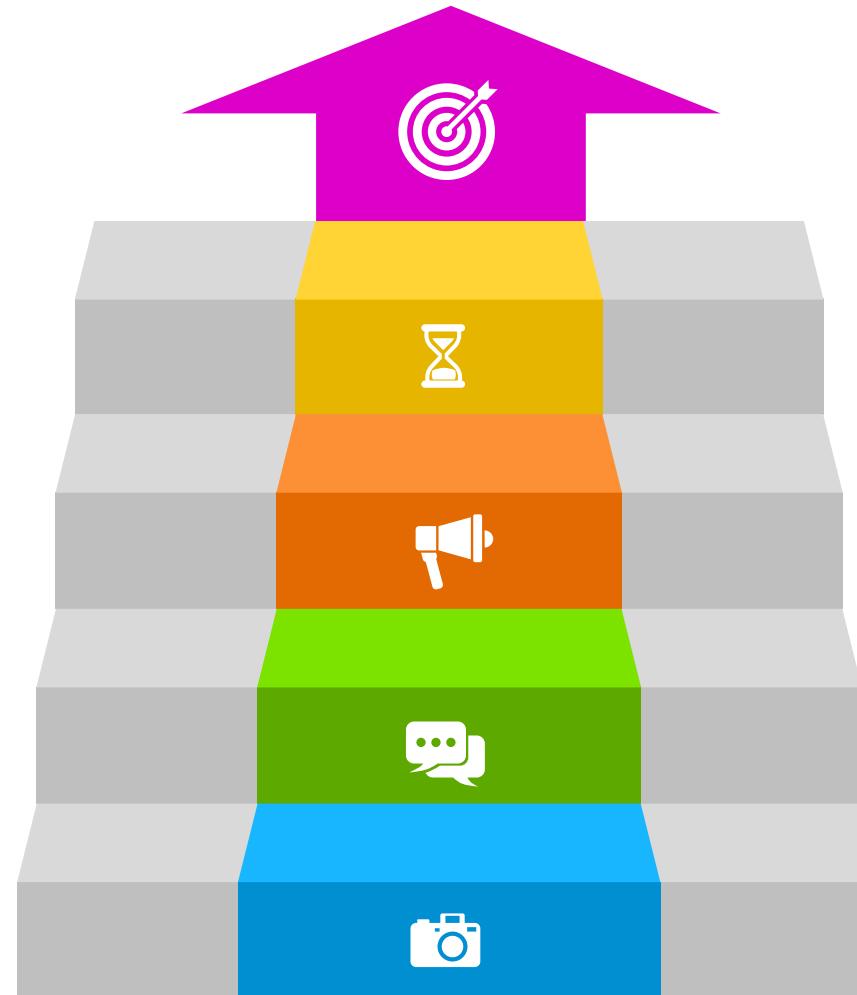
# Types of Presentation Skills

1.INFORMATIVE

2.INSTRUCTIONAL

3.AROUSING

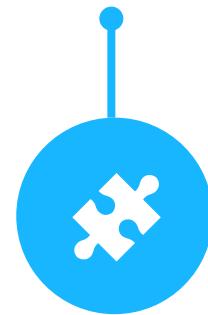
4.PERSUASIVE



# EFFECTIVE PRESENTATION



**PREPARE  
WITH  
VISUALS**



**PRACTISE**



**START WITH QUOTE,  
STORIES**



**BODY  
LANGUAGE**



**KNOW YOUR  
AUDIENCE**



# Communication skills

**Exchange of ideas, thoughts, emotions, information, instructions, suggestions and the like from sender to receiver**

# 7 Cs of Communication

**Clear  
Concise  
Concrete  
Correct  
Coherent  
Complete  
Courteous**





## GOOD COMMUNICATION SKILLS

- Listening
- Consciousness
- Body language
- Confidence
- Open mindedness
- Using correct medium
- Getting feedback

# Leadership skills

**Goal setting**  
**Delegation**  
**Decision making**  
**Communication**  
**Time management**  
**Problem solving**  
**Rapport building**

**Strategic thinking**  
**Emotional intelligence**  
**Optimistic**  
**Conflict resolution**  
**Work life balance**  
**Responsibility**  
**participative**



# Student Leader

- Stay authentic
- Listen
- Keep on open minded
- Be empathize
- Learn from mistakes
- Seek knowledge from expertise



## **SELF BRANDING SKILLS**

**Self branding or personal branding means, how you present yourself to the world through your presentations, communication, work assigned, personally and professionally**



## 5 C'S OF SELF BRANDING

Competency  
Connectivity  
Courage  
Character  
Credibility

## BENEFITS OF SELF BRANDING

- You become famous
- Attract opportunities
- Take control of your career
- Good relationship management
- Well and good references
- Growth of a person
- Recognised by all both in personal & profession



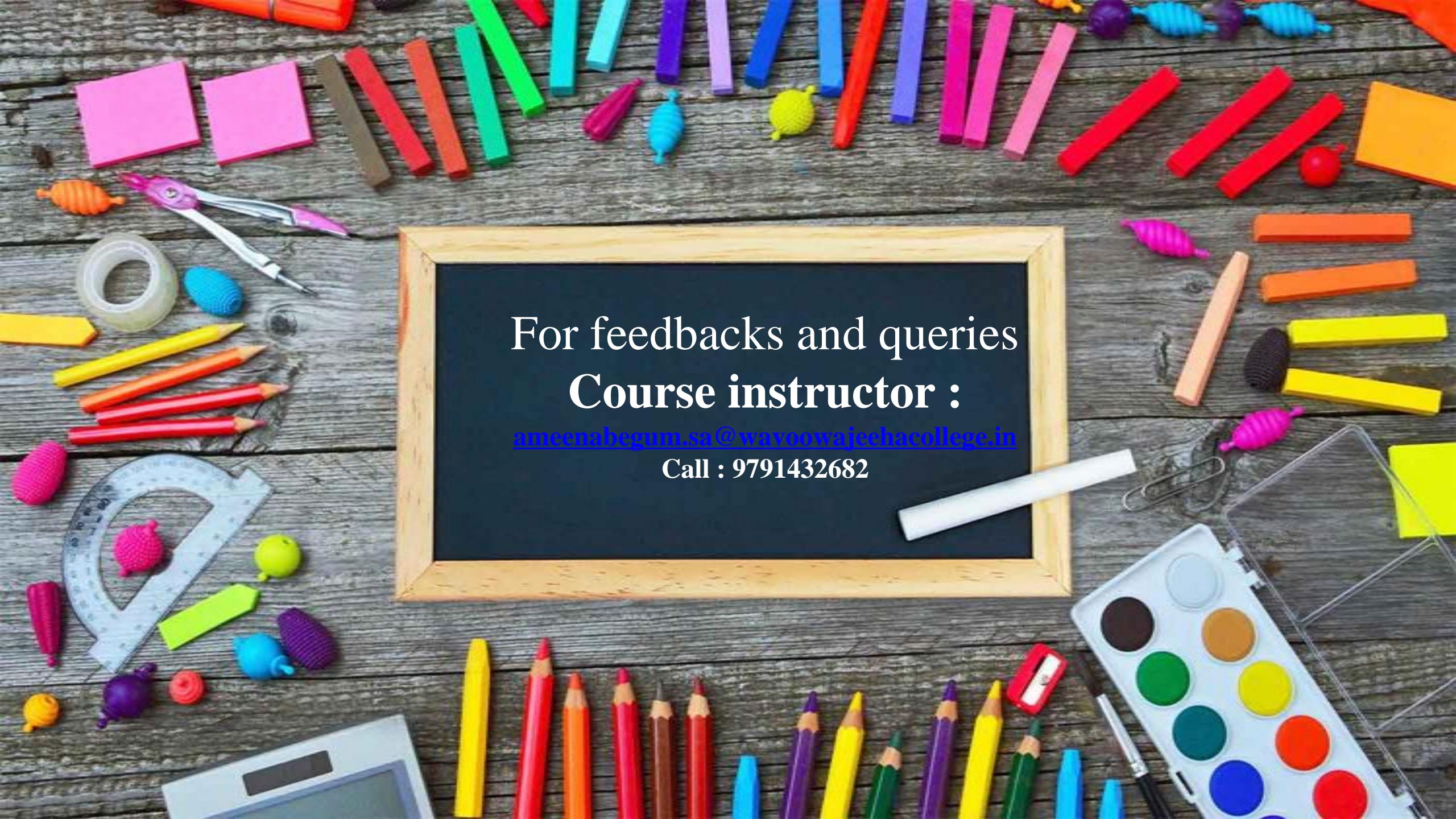
## How can I brand myself

### **V-O-I-C-E AS A LEADER**

- Identify your **Values**
- Create your **Outcomes**
- Use your **Influence**
- Be **Courageous**
- Wrap it all in your unique **Expression**

# SUMMARY





For feedbacks and queries  
Course instructor :

[ameenabegum.sa@wavoowajeehacollege.in](mailto:ameenabegum.sa@wavoowajeehacollege.in)

Call : 9791432682

# THANK YOU

Insert the Subtitle of Your Presentation