**PRESENTATION SKILL**

**PRESENTATION**-

‘Presentation’ refers to ‘to present’ something to a targeted group of audience.

**ADVANTAGES OF GOOD PRESENTATION SKILL:**

1. Bringing excellent marks in projects, reports, seminars, etc.
2. It help in obtaining a dream job and in cracking interviews.
3. For legal advisors, advocates, and businessmen, it brings rewarding deals and success.
4. Bringing better chances of promotion and recognition between two person of same education and qualification.
5. It helps in leaving a better impression on the audience or listeners.
6. Improves confidence.
7. It is essential for getting a well-paid job in the company.

**DISADVANTAGE OF POOR PRESENTATION SKILLS:**

1. Curtailment in the chances of promotion and other recognitions in professional life.
2. Fewer marks for the student.
3. Diminishes confidence.
4. Fails to crack a rewarding business.
5. Affects prospects.
6. Diminishes the professional image of a person.

**TYPES OF PRESENTATIONS**

1. Informative:
2. Instructional:
3. Arousing:
4. Persuasive:
5. Decision-Making:

**TIME MANAGEMENT**

The ability to manage or utilize one’s time efficiently to bring more productivity and organization at work in known as Time management. It involves the allocation of the right time to the right activity, best use of available time and planning of time slots.

**IMPORTANCE OF TIME MANAGEMENT**

1. Limited Time span of 24 hours:
2. For achieving Personal and Professional Goals:
3. For achieving success in Life:
4. Provides more Time for Enjoyment:
5. More accomplishments with fewer efforts:
6. For an Organized Life:
7. Brings more Discipline in Life:
8. Builds Reputation:
9. Hassle- free Life:
10. For better Decisions:

**TIME MANAGEMENT TECHNIQUES**

1. Proper planning:
2. Setting Goals and Objectives:
3. Eliminate distractions:
4. Set Deadlines:
5. Stay Committed:

**STRESS MANAGEMENT**

“**Stress is something which makes us tense, angry, frustrated and annoyed.”**

**COMMON REASONS OF STRESS:**

1. Unemployment
2. Disease
3. Injury or personal illness
4. Death of a loved one
5. Retirement
6. Financial problems
7. Relationship problem
8. Business problem
9. Misbehaviour
10. Unable to match expectations

**WARINING SIGNS OF STRESS:**

1. Dizziness
2. Skin allergies
3. General aches in the body
4. Headaches
5. Indigestion
6. Enervation or Exhaustion/tiredness
7. Insomnia
8. Shivering of hands
9. Weight Gain of loss
10. Stiffness in shoulder muscles
11. Racing heart
12. Uneasiness
13. Loss or increase in appetite
14. Increase or decrease in blood pressure
15. Chest pain
16. Panic attacks

**TYPES OF STRESS:**

1. Acute stress:
2. Episodic acute stress:
3. Chronic stress:

**TECHNIQUES OF STRESS MANAGEMENT:**

1. Positive Affirmations
2. Keep a Positive attitude
3. Be Assertive, Not Aggressive
4. Practice relaxation Techniques
5. Right channelization of energy
6. Visit psychologist, if required
7. Accept
8. Ditch Unhealthy Habits
9. Emergency stress stoppers.

**PROBLEM SOLVING**

The problem is a state of difficulty which needs to be resolved. It is an obstacle that makes it difficult to achieve a desired or purpose.

**PROBLEM-SOLVING:**

The process of finding solution to difficult or complex issues is known as problem-solving.

**BASIC STEPS IN SOLVING A PROBLEM:**

1. Define a problem
2. Find an alternative solution
3. Evaluate and choose the right alternative
4. Implementing solution and evaluation

**TYPES OF PROBLEM:**

1. Controllable
2. uncontrollable

**CONSEQUENCES OF NOT SOLVING A CONTROLLABLE PROBLEM**

1. Failure in Relationships
2. Failure in Business
3. Regret
4. Broken Marriages
5. Failure in studies

**PROBLEM SOLVING OF TECHNIQUES:**

1. How to properly approach a problem
2. Type of solution
3. The use of trial and error to solve problems
4. Concept of reductionism
5. Effectively solve problems
6. Creative problem solving
7. Brainstorming
8. Safe solution to solve problems

**APPROACHES FOR PROBLEM SOLVING**

1. ROUTINE APPROACH,
2. Scientific approach,
3. Quantitative approach,
4. Creative approach.

**CAREER OPPORTUNITIES –CURRENT AND FUTURE**

**CAREER:-** A person’s occupation or the profession is known as his /her career.

**Career Opportunity:-**

An opportunity or a job which will result in a getting a salaried profession is known as a career opportunity.

**After completion of diploma at a polytechnic, student may:-**

1. Get employment
2. Take admission in the direct second year of Bachelor of Technology (B.tech) or bachelor Engineering (BE) (Lateral Entry).

**For employment, various phases through which a candidate has is pass are**

1. WRITTEN TEST
2. Documents verifications
3. Interview

**ENTREPRENEURIAL SKILLS**

**Entrepreneur:-**  One who creates or manages an enterprise is known as an entrepreneur.

**Entrepreneurship:-** It is a process that involves the creation of an enterprise.

**CHARACTERISTICS OF GOOD ENTERPRENEURS:**

1. Self-Reliance
2. Strive for excellence
3. Highly Optimistic
4. Forever challenge the calculated medium risks

**TYPES OF ENTREPRENEURS:**

1. **Based on Business**
2. Manufacturing entrepreneurs
3. Trading Entrepreneur
4. Agricultural Entrepreneur
5. **Based on Technology**
6. Technical Entrepreneur
7. Non-Technical entrepreneur
8. **Based on Ownership**
9. Private
10. State
11. joint
12. **Based on Size of Enterprise**
13. Small-scale enterprise
14. Medium-scale Enterprise
15. Large-scale Enterprise

**THEORIES OF ENTREPRENERUSHIPS**

1. Innovation Theory

2. Theory of need achievement

3. Theory of Recovering the Withdrawal Status

4. Behaviour theory

5. Entrepreneurial Group theory

6. Social change Theory

7. Cultural Value Theory

8. Economic Theory

9. Entrepreneurial Disposition Theory

10. Process of stage Theory

**QUALITY AND QUALITY TOOLS USED IN INDUSTRY**

An industry is a group of companies that are based on their primary business activities**.**

**TYPES OF INDUSTRIES:-**

1. PRIMARY

2. Secondary

3. Quaternary

**MAJOR INDUSTRIES IN INDIA**

* Textile Industry
* Food Processing Industry
* Chemical Industry
* Cement Industry
* Steel Industry
* Software Industry
* Mining Industry
* Petroleum Industry
* India Fisheries In

**QUALITY**

The degree of excellence of a product or service is known as its quality.

**SEVEN BASIC TOOLS OF QUALITY (7QC TOOLS)**

1. Stratification

2. Histogram

3. Tally Sheet

4. Fishbone

5. Pareto Charts

6. Scatter Diagram

7. Shewhart Chart