

TASK 5: PREPARE A BUSINESS PLAN PRESENTATION

Objectives

Students are able to:

- Create presentation slides according to assessment category

Introduction

Good presentation is a presentation where the audience receive the delivered message well.

Instrument and Material Preparation

- Laptop/ Computer
- Internet connection

Activities

No	Activities	Duration
1	Administration VP prepares the assessment rubric of presentation provided in VCI Portal.	5'
2	CEO directs all VPs to observe the categories of assessment rubric. Choose 6 individuals to be the representatives of company in presenting th business plan. The representatives may be the CEO and VP, but not limited to staff.	15'
3	Create the presentation slide according to final business plan document. Slide creation may be done by each department according to its field. The slides then should be submitted to and compiled by administration department. Find references for attractive slide displays as much as possible.	45'
4	Allocate time to perform presentation rehearsal before facilitators and staffs. Perform the rehearsal personally or in group outside the working hours. Note: suggestion and feedback provided by facilitator and staffs.	30'

Output

- Business Plan Presentation Slides