Chapter 13—Oral Communication

Sample Slide Show

Topic: Work Arrangement Options

- 1. Flextime
- 2. Job Sharing
- 3. Telecommuting

1

Flextime

- Definition
 - Time Parameters
 - o Employee Discretion
- Benefits
 - o Flexibility for Families
 - Improved Morale

2

Job Sharing

- Definition: job splitting
- Benefits
 - Combined Talents
 - o Opportunities for Parents and Retirees

3

Introduction

Human Resources Manager, Terry Lowe, has been asked to present to M&K management some options for introducing more flexible work arrangements with employees. It is intended to begin discussions about more progressive management styles.

The presentation begins with an introduction of the three main kinds of work scheduling options proposed by the Human Resources Department to M&K managers. The purpose of the presentation is to encourage managers to think about alternative ways of scheduling their employees' work. (See Slide 1)

Body

The Flextime option is briefly described here as a flexible scheduling system where employees can choose which hours they can work within set time parameters. The benefits of Flextime time include flexibility for those with children and improved morale among employees. (See slide 2)

The Job Sharing option involves splitting a job among two or more employees. The benefits include acquiring the talents of multiple employees for the cost of one or two. It is a popular option for parents and retirees. (See slide 3)

Telecommuting is a work option that requires a home/office link via a computer. It has resulted in cost savings for companies and employees. It has also played a role in talent retention when employees move from the city where a company is located. (See Slide 4)

Telecommuting

- Definition
 - o Home / Office Link
 - o Computer-based
- Benefits
 - Cost Savings
 - o Talent Retention

4

What is Best?

- o Tasks
- o Type of Employees
- o Department "Culture"
- o Retention of Particular Employees

5

Conclusion

The presentation concludes with the criteria by which each type of work scheduling should be judged by individual departmental managers. (See slide 5)

Things to Remember About this Presentation

Introduction

- State the topic and objective of the presentation
- Provide a visual presentation outline

Body

- Make a subsection for each major theme covered
- Include no more than four points for each subsection
- Put a section heading / title on each slide
- Avoid slides with too much information
- Keep the information parallel on each slide

Conclusion

- Summarize the main points
- Prove that you have accomplished your presentation objectives stated in the introduction

Sample 13-1

Slide Show