

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)

What is Best?

- Tasks
- Type of Employees
- Department “Culture”
- Retention of Particular Employees

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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