



Striving for Peace and Progress

Association of Muslim Professionals

(Reg. No. 2011 G. B. B. S. D 3001)

Job Description of Speakers required for Skill Development Lectures

Role: Speaker/Presenter for SDL

Objective of the Role: To deliver effective and interactive presentations on various pre-decided topics as per your expertise and skill level in various SDL sessions conducted across the country.

Scope of Presentations

- 1) Careers- Example: Physiotherapy, Biotechnology
 - 2) Soft Skills- Example: Time Management, Interview Tips, Resume Building
 - 3) Technical Skills- Example: Working on Excel, Making effective power points
 - 4) Islamic Teachings- Example: Role of Parents, Children
- Any Other topic which helps students & professionals in their careers

Responsibilities:

- 1) **Selection:** Select topics as per your expertise and comfort level after consultation with the central SDL Team .
- 2) **Prepare:** You are expected to prepare well before presenting a topic. Fine tune your skills using online resources like TED and Dale Carnegie articles.
- 3) **Improvise:** Make the necessary adjustments while presenting and improvise depending upon the target audience.
- 4) **Interactive:** Try to make your sessions as interactive as possible in order to ensure better understanding of the topic.
- 5) **Mocks:** Before presenting any topic you will be required to deliver a Mock PPT in front of a preselected AMP team and get their feedback for improvements and modifications if required.
- 6) **Co-ordinate:** Co-ordinate with the SDL co-ordinator of your chapter and provide them with your monthly availability schedules well in advance.
- 7) **Feedback:** Co-ordinate with Central SDL Team to take their feedback to further improvise and also give your suggestions for improving content and approach. Also share your on-field experiences with the SDL coordinator.
- 8) **Commit:** Should commit to conducting atleast 1 SDL each month.

Skill Required:

- 1) Excellent presentation skills
- 2) Good language skills and fluency in English, Urdu and Hindi.
- 3) Good interpersonal skills in order to establish a rapport with the audience and ensure their involvement.
- 4) Should be willing to present sessions assigned by the SDL co-ordinator. An effort will be made to match the sessions to your skill-set as often as possible.
- 5) Should be self motivated and ready to work for the upliftment of the community

Payment: This is a voluntary position. No kind of remuneration is given for these services.



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Estimated Work Hours: 2-4 hours a month (1-2 sessions) as scheduled.

Benefits:

- 1) Develop your communication and interpersonal skills
- 2) Improve your presentation skills.
- 3) Get updated about various careers to guide your contacts & others to make the best career choices.
- 4) Get access to a wide resource of professional presentations developed by industry experts in the AMP professional network.
- 5) Develop the ability to connect with a wide variety of audience and adjust your style and approach accordingly.
- 6) Develop excellent competency as a Public speaker and overcome the discomfort and hesitation of facing an audience. You will be able to rise to similar opportunities at work and get noticed which will further translate in good career progression.
- 7) Interact with experienced professionals across industries. Great Networking opportunities.
- 8) After conducting minimum 10 SDLs, reference from AMP Team can be provided for professionals.
- 9) Most importantly, the joy and satisfaction of spreading knowledge across thousands of students /professionals.