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Imagine you are the regional manager of a grocery store chain, and you are going to conduct a professional development session to teach your staff about team building techniques for more effective communication among departments.

You will form a group of 2–3 students. Your task is to each create a 4–5 minute presentation supported by PowerPoint slides on one of the following topics:

- Team Communication in the Workplace
- Collaborative Projects
- Establishing Workplace Etiquette

You should each choose a different topic as you will be presenting to one another in an online setting. Your PowerPoint presentation should have a minimum of 4 slides: a title page, content slides, and conclusion. You must email your instructor and your group a copy of your slide deck before the presentation.

Grading Rubric

Criteria	Not Evident	Developing	Exemplary	Points
Submit your slide deck	0 pts No slide deck submitted	5 pts Slide deck does not have at least 4 slides	10 pts Slide deck has at least 4 slides focused on a central theme	10 pts
Present within the allotted time	0 pts No presentation completed	5 pts Presentation is not within 4 to 5 minutes	10 pts Presentation is within 4 to 5 minutes	10 pts
Speak with appropriate volume, speed, and clarity	0 pts No presentation completed	5 pts Presentation cannot be heard, is too fast or too slow, or cannot be understood	10 pts Presentation is spoken at an adequate volume, speed, and clarity	10 pts
Present your slides effectively	0 pts No presentation completed	10 pts Presentation is disjointed,	20 pts Presentation is professional and	20 pts

		unprofessional, or too reliant on slide deck text	feels cohesive	
				Total: 50 pts

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