

Presentation Skills

The presentation skills programme is aimed at empowering the learner to prepare and present powerful presentations. The following areas are covered during the programme:

- Planning your presentation
- Preparing of presentations
- Setting up the presentation venue
- Presentation aids ie: PowerPoint, white boards, flip charts and handouts
- Establishing rapport with your audience
- Self confidence
- Presentation techniques
- Making a powerful presentation
- Getting your audience involved
- Ending the presentation



COURSE DURATION: 2 DAYS



About the course

SETQAA Accreditation
Services SETA - Decision Number 2072
NQF Level: 4
Credits: 2

Target Audience

The target audience would typically consist of managers, training managers, organisational trainers and development practitioners, ETD practitioners, supervisors or any person interested in improving their presentation skills.

Training Methodology

Teaching by example and experiential learning probably describes the training methodology most accurately.

Participants will be actively involved in the learning and the facilitators will apply the presentation techniques taught to transfer learning. Practical assessments will ensure that participants are able to demonstrate the specific workshop outcomes. A pre-workshop assignment will be given to participants. In this assignment the participant will have to prepare a 10 minute presentation for the first day of the workshop.

Course Outline

This 2 day course will cover the following modules:

Module 1: Introduction to presentation skills:

- Communicating through presentation
- Understanding the difference between results and intent
- Getting confidence and overcoming fear
- Credibility
- Structuring your presentation
- Understanding the difference between talking and writing

Module 2: The art of presentation:

- It's not what you say but in the way you say it
- Posture, hand, feet and body language
- Moments of truth in presenting
- Using your voice
- Speaking style
- Common irritations that should be avoided
- Using visual aids

Practical assessment:

Each participant will do a 5-8 minute presentation. These will be evaluated by the facilitator and other learners. This is done formally using an evaluation form.

Module 3: Planning your presentation

- Preparing the presentation
- Doing your homework ie: who is this made for and what are they expecting?
- Planning your time
- Arranging the venue
- Planning and correlating visual aids with the oral presentation
- Planning the non-verbal aspects of your presentation

Practical assessment:

Each participant will do a 5-8 minute presentation in front of the class. These are prepared presentations, given to participants as homework the previous day. These will be evaluated by the facilitator and other learners. This is done formally using an evaluation form.

Bookings and Enquiries

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