



Presentation Skills

Course Outline



Your business outcomes are our priority. Proving impact in real time.

Aim

A two-day workshop aimed at supplying the learners with the necessary knowledge and confidence, to prepare themselves and to deliver high quality presentations. We live in a visual world where the quality of our work is often judged by how we are able to present our vision and/or successes.

About this Course...

Aimed at supplying the learners with the necessary knowledge and confidence to prepare themselves for presenting. Included are practical tips for what the audience expects from a good visual presentation.

Who Should Attend this Course?

This course will benefit all employees whose role requires them to research, produce and present reports and presentations. These would include sales people, managers, supervisors, and support staff.

Outcome

At the end of this workshop delegates will be well versed in how to prepare and deliver presentations.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
242840	4	2	Make oral presentations

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Duration: 2 Days

Content

Topic	What You Will Learn
An Introduction	• Defining what a presentation is • Understanding the different categories of presentations • Understanding why everyone is a sales person and understanding persuasive techniques
Understanding Your Personal Goal	• Why having this skill is so important to you • What are the professional expectations that others have? • Common challenges relating to the delivery of presentations • The Johari Window – how you are perceived
Understanding Your Audience	• Identifying personality types – understanding the communication needs of others and your own comfort zone • Audience composition – large, small, mandatory or voluntary
Your Topic	• Understanding it fully • Knowing your product/service • Knowing your limitations • Unpacking the pros/cons and risks • Researching • Creating and managing expectations • How to deal with the unknown
Effective Verbal Communication	• Clear communication • Framing your presentation • Your voice, your power tool • Pace of delivery • Gestures, movements and posture • Engaging the audience with eye contact and other tips • Silence for impact • Appropriate humour • Using stories, anecdotes and analogies • Techniques to draw your audience in

Topic	What You Will Learn
What is Required: Effective Presentation Visuals	• Know your audience demographics • Define a structured path and flow of information • Checking the logic flow • What to include in each section of the presentation: Introduction Opening Body Summary • Creating killer visuals enabling delivery that is both consistent and creative • Using variation to combat fatigue
Preparing Yourself	• Appropriate dress code • Rehearsing for a strong and commanding presence • Using personal space • Getting rid of nervous habits • Mind power exercises to beat the nerves
Professional Polishing Tips	• From being able to go with the flow and refocusing the audience, to dealing with difficult audiences and creating parking lots for future conversations, some excellent tips to stay in control.

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

<u>Enneagram Group Coaching Journey</u>	<u>Enneagram: Insight to Action</u>
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