

PRESENTATION SKILLS AND POWERPOINT TECHNIQUES

Unit Standard	242614/110506
NQF	Level 5
Credits	4
Duration	2 Days
Organisational Development Area	Team Leaders, Supervisors and All Levels of Management

SYNOPSIS

"You can have the best idea, the best product, or the best proposal. However, if you cannot present it in a professional manner, it may never be recognised as valuable".

It becomes apparent that being able to present an idea, product or solution to an audience, be it one person or more, is becoming a highly critical and sought after skill especially in these times where products and services can be duplicated in an instant.

By the end of this course you will be able to practice giving effective presentations by following some important guidelines, and the use of tools and visual aids, in order to gain the attention of your audience/s and deliver your message in meaningful way.

COURSE OUTLINE

- The presentation process;
- Audience analysis and supporting materials;
- Building presentations;
- Fundamentals of persuasion;
- Non-verbal communication;
- Using visual aids.

COURSE OUTCOMES

Upon successful completion of this course learners will have the ability to:

- Understand the structure of a presentation;
- Plan, prepare and deliver an effective presentation;
- Analyse the audience before presenting;
- Understand the qualities of a presenter;
- Analyse and put together content for a presentation;
- Use visual aids to assist with an effective presentation.