



PERFECT PRESENTATION SKILLS (2 DAYS)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Make oral presentations
Unit Standard ID:	242840
NQF Level:	4
Credit Value:	2

INTRODUCTION

The ability to present oneself effectively with confidence is one of the most highly sought after skills in the workplace. This course will give the delegate the tools to present to both large and small audiences. The delegate will learn the skill of adapting to different audiences in varying presentation circumstances including formal presentations, meetings, interviews, negotiations, debating sessions and team presentations. The focus is on gaining skills through practical application of the theory and skills covered.

REFERENCES

“Every aspect of personal development in presentation skills was addressed.” ~ Cindy Wilson (Southern Sun Hotels and Resorts)

“It really helped me very much. I had basic knowledge on presenting; this helped my confidence and filled many gaps. Thank you.” ~ Karen Redelinghuys (UNISA)

“Thank you for a life changing course to equip us with the great tool.” ~ Obakeng Tumisi (ATNS)

“I enjoyed the course thoroughly. It provided me with a lot of information that I will need for my future job. It raised my self-esteem.” ~ Omar Farouk Amodjee (VWSA)

“I was very impressed with the course. It was interesting and very helpful. The facilitator was excellent and her insights, positive criticisms and advice were really beneficial. The presentation of the material and how to apply it made it one of the best courses I have been on.” ~ Neville Drew (Bravo Group Sleep Products)

WHAT THIS COURSE CAN DO FOR YOU...

- Understanding the characteristics of a good presenter
- Overcoming the “Fear Factor”
- Applying the presentation process from planning to question and answer sessions
- Analysing the audience
- Successful interaction with the audience, maintaining sound group dynamics.
- Reinforcing the message - key words, pace, transitions, body language
- Participating in/conducting formal meetings, discussions, debates and negotiations.
- Using appropriate visual aids to enhance the presentation.
- Drawing successful conclusions

TARGET AUDIENCE

The two day course targets business professionals who communicate on a regular basis with individuals of different levels of skills, knowledge and ability. The course is open to all business professionals, and may include those who make formal proposals, present reports with PowerPoint presentations, manage projects, debate and negotiate, chair meetings, conduct interviews, who are active in sales and who may meet and introduce external clients.

COURSE CONTENT

Introduction to Perfect Presentations

- Pre Course Self-Evaluation
- Characteristics Of A Good Presenter
- Impact Areas In General Communication
- Overcoming The ‘Fear Factor’

The 10 Step Presentation Process

- Planning: Determining Purpose and Defining Objectives
- Structuring the Presentation to Suit the Audience’s Needs
- Brainstorming, Mind Mapping and Creating an Outline
- Writing a Convincing Presentation using Attention Maintenance Skills
- The Importance of Timing and Practice
- Using Visual Aids for Effective Transfer of Information
- Handling Question and Answer Sessions and Coping with Difficult Audiences
- Using Presentation Skills to Interact with Different Audiences
- Team/Group Presentations
- Interviews: The Interviewer and Interviewee
- Conducting Formal Meetings
- Negotiating and Debating

Strategies to Capture and Keep the Audience Interested

- Analysing Your Audience
- Adapting To Diverse Needs And Expectations Of The Audience
- Verbal Communication And Non-Verbal Communication

Identifying And Responding To Manipulative Language

- Defining Manipulative Language
- Dealing With Manipulative Language

Final Presentation and Evaluation

The delegate will be required to give a presentation on a work related topic during the last session on day two. The presentation is video recorded and the delegate is evaluated on the skills applied. This positive evaluation session assists delegates with areas that the individual may need to concentrate on.

Personal Accountability & Commitment Plan

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role-plays
- Break-away sessions
- Relevant business exercises
- Presentations
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

KWELANGA BUSINESS & EXECUTIVE COACHING

Kwelanga Training now offers coaching on a one-to-one or team coaching basis. Issues covered are chosen by the organisation or the individual to ensure maximum focus is given to achieve measurable outcomes.

Coaching provided by certified professional business and executive coaches is key in transforming management and support staff’s excellent performance to peak performance.

For further details contact:

Rose Gray
Business and Executive Coach (WITS Business School)
Tel: +27 11 704 0720
Email: rose@kwelangatraining.co.za