



## **MAKE ORAL PRESENTATIONS (2 DAYS)**

### **THIS COURSE IS ACCREDITED TO UNIT STANDARD:**

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

### **INTRODUCTION**

This unit standard is intended for people who are or are intending to be making oral presentations on a regular basis often to large or small groups of people. This unit standard will equip learners to present confidently, effectively, audibly and professionally. The unit standard will also equip learners with presenting skills to persuade the audience by confidently presenting ideas, recommendations, opinions and proposals effectively.

Learners accredited with this Unit Standard will be capable of:

- Using verbal/oral communication skills to make an effective presentation.
- Using non-verbal communication effectively to reach audience.
- Using and maintaining a good poise during a presentation.
- Handling questions and overcoming any objections effectively.

### **REFERENCES**

***“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.”***

***“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.”***

***“Thank you for a life changing course to equip us with the great tool.”***

***“It really helped me very much. I had basic knowledge on presenting; this helped my confidence and filled many gaps. Thank you.”***

## COURSE CONTENT

### Communication and Presentations

- Organisational needs for growth and success
- Forms of communication and communication processes
- Groups and group dynamics
- Oral and written presentations
- Create your presentation
- Use feedback

### Use Verbal Communication Skills to make an Effective Presentation

- Use voice intonation to deliver messages with modulation
- Speak words clearly and pronounce correctly
- Use vocal aids
- Use an appropriate conversational style
- Use a natural delivery style and appropriate words
- Build a rapport with the audience
- Present a message and express it naturally
- Use Active Listening
- Handle questions and overcome any objections effectively

### Use Non-Verbal Communication Effectively to reach the Audience

- Use body language
- Use personal space
- Use eye contact
- Position your head to reinforce the words and convey feelings
- Control nervousness and other distracting habits
- Use and maintain good poise during a presentation

### 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                  | ▪ Demonstrations            |
| ▪ Break-away sessions         | ▪ Questionnaires            |
| ▪ Relevant business exercises | ▪ Discussion activities and |
| ▪ Presentation                | ▪ 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.

### On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



## OUR COMMITMENT TO YOU ...

### *Kwelanga Training's Commitment*

***To develop and inspire each individual to be the best that they can be.  
To assist clients in the transfer of skills and positive behaviour change.***

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