



## VIRTUAL INSTRUCTOR-LED TRAINING PERFECT PRESENTATION SKILLS (4 x 3 SESSIONS)

### 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 a new world of social distancing and virtual interaction.

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 both virtually and face to face, 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 Presentations in a Changing World

- 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 both virtually and face to face
- 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 needs and expectations of the audience in a world of social distancing and virtual interaction
- 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 2. 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**

## **VIRTUAL INSTRUCTOR-LED TRAINING**

Participants “attend” virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

Training is facilitated in real-time, providing the benefit of hands on learning. Delegates interact with the facilitator and each other, as with any other classroom experience. This allows for a cooperative learning environment, where participants can share knowledge, engage in positive discussions and work together.

### **Benefits of Virtual Instructor-Led Training**

- ✚ Virtual training provides flexibility to both the client/delegate and facilitator.
- ✚ Delegates are active participants rather than relying entirely on the instructor.
- ✚ Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- ✚ Information is shared through video, documents, and written notes with learners in real-time.
- ✚ Delegates who have internet connection can learn at anytime and anywhere through virtual learning or through recorded videos.
- ✚ Delegates can participate in discussions and ask questions at any time.
- ✚ Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- ✚ Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- ✚ Use of slides and video clips enhances virtual learning.

## 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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