



Pro-Active College™
FREEDOMTHROUGHKNOWLEDGE

PRESENTATION SKILLS AND PUBLIC SPEAKING

This skills programme provides the learner with the knowledge, skills, attitudes and values to plan and prepare for a wide range of presentations.



Unit Standard
Aligned



SETA
Accredited



Outcomes
Based

Designed and developed by Pro-Active College, this skills programme is endorsed by SACE and is aligned to the unit standard:

PLAN AND PREPARE FOR AN EFFECTIVE PRESENTATION
(US: 242842)

NQF Level 4
2 Credits

TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- all individuals desiring greater confidence when presenting information; and
- department and organisation managers.

BENEFITS

The benefits of this skills programme include:

- knowing what information is important to convey and how best to convey it;
- gaining confidence to speak in public;
- being able to deliver business presentations of the highest standard; and
- improved ability to obtain stakeholder buy-in by presenting information with greater impact.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.



SACE

South African Council for Educators

Towards Excellence in Education

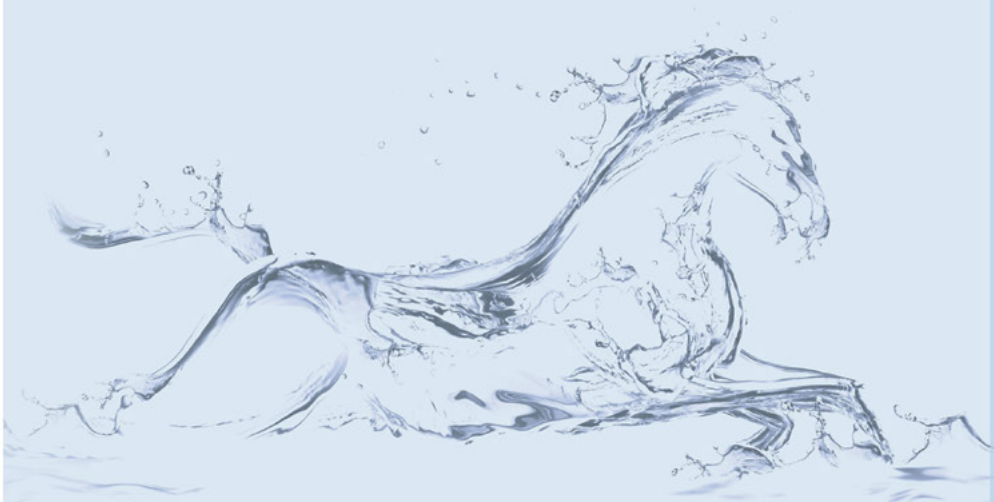
SACE APPROVED PROVIDER

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PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- identify and analyse the target audience for an effective presentation;
- plan and prepare the structure to communicate the central message of the presentation logically;
- plan visuals and other devices to involve the audience during the presentation;
- prepare supporting material suitable for the presentation;
- identify and analyse the environment for the presentation; and
- identify and choose the kind of presentation fit for the purpose.

ENTRY REQUIREMENTS

The credit calculation in the relevant unit standard is based on the assumption that learners are competent in:

- communication (NQF level 3); and
- computer literacy (NQF level 3).

DURATION

Three day contact session combined with practical workplace experience.

PORTFOLIO OF EVIDENCE

To be declared competent in this unit standard the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

PD POINTS

This is a SACE endorsed CPTD activity and the competent learner will be awarded 15 professional development points.

Programme Outline

Learning Unit One The Target Audience

- Identifying the audience
- The needs of the audience
- The purpose of the presentation
- The communication channel

Learning Unit Two The Structure of the Presentation

- Introduction, body and conclusion
- Focus and coherence
- Sequence and flow
- Modes for opening and closing statements
- Internal structure

Learning Unit Three Visuals

- Different types of visuals
- Selecting appropriate visuals
- Guidelines to create visuals
- Designing visuals
- Equipment
- The use of colour

Learning Unit Four Supporting Material

- Designing and preparing supporting materials
- Organisational requirements

Learning Unit Five The Presentation Environment

- Analysing the environment
- Determining the location
- Room layout and seating arrangements
- Creating the optimum environment for group interaction
- Audio equipment and lighting

Learning Unit Six Selecting the Right Kind of Presentation

- The purpose of the presentation
- The strategy for the presentation
- Different kinds of presentations