



Title :	EFFECTIVE PRESENTATION SKILLS
Description :	TRAINER INTRODUCTION

EFFECTIVE PRESENTATION SKILLS

LEARNING OUTCOMES

- Recognise the importance of presentation skills in academic and professional life
- Effectively plan and structure a talk
- Deliver a talk in a manner which sustains the interest and confidence of the audience
- Reflect on and learn from your experience.

CONTENT

1. INTRODUCTION
2. WHY BE A GOOD PUBLIC SPEAKER?
3. SPEECH CONTENT
 - 3.1 THE MOST IMPORTANT QUESTION TO BE ANSWERED
 - 3.2 STRUCTURE OF A GOOD PRESENTATION
 - I. Creativity
 - II. The Introduction
 - III. The Content & structure
 - IV. Ending
4. HOW TO DELIVER AN ADDRESS
5. USING YOURSELF TO DELIVER AN ADDRESS
 - A. VOICE
 - B. EYE CONTACT
 - C. PACE
 - A. VOLUME
 - E. BODY LANGUAGE
 - F. APPEARANCE
6. HANDLING SPEECH ANXIETY
 - Appendix I - PRESENTATION CHECKLIST
 - Appendix II - PRESENTATION EVALUATION FORM

About this Learning Programme

Purpose and Description

Presentations skills and public speaking skills are very useful in many aspects of work and life. Effective presentations and public speaking skills are important in business, sales and selling, training, teaching, lecturing and generally entertaining an audience. Developing the confidence and capability to give good presentations, and to stand up in front of an audience and speak well, are also extremely helpful competencies for self-development too. Presentations and public speaking skills are not limited to certain special people - anyone can give a good presentation, or perform public speaking to a professional and impressive standard. Like most things, it simply takes a little preparation and practice.

Learning Material

The learner will be given a “Learner Guide” that contains both the learning material and place for activities to be completed. The learner guide provides you with all the information and basic knowledge you will require to apply certain skills

Duration and Entry Level

- Duration of the course is 1 day = Minimum of 6 hours training
- Learners required being on a basic NQF level1, Numeric and Literacy level
- Minimum experience of 14 days in workplace.
- No other experience required for entry level.

Certification

- Learner will be issued with a Certificate of Attendance on completion.

Learner Support

The facilitator will be responsible for Learner Support throughout the delivery of the programme. It is also essential that the Trainer have sufficient experience in the field as a Supervisor to delivery this learning programme. Learning activities are learner driven and can all be completed in his class. Also make sure the learner use the manual in the manner intended.

Training Objectives

Each learner must set learning objectives before you can start with the learning programme. There is no point in completing a learning programme if the learner has no expectations before starting the learning programme.

Preparing for the Learning Programme

1. Preparation of the Training Venue

- Suitable Training Environment
- No interruptions / closed area
- Ventilated / Air-conditioned
- Tea –Coffee / Catering
- Tables and Chairs
- Data Projector and Screen if needed
- Flipchart / Pens
- Manuals / Stationary (Pens)

2. Training Induction

- OHS Requirements
 - Evacuation Procedures
 - Power Failure
 - Any Medical Conditions / Support
- General Proceedings
 - Smoke Breaks (Early indication of extended breaks)
 - When can questions be asked
 - Locations of Toilets
 - Facility Access Area / Restrictions
 - Cell phone Use
 - Temperature Control
 - Respect each other / Be and ambassador for your company.
 - Catering Requirements
 - Timing / Time keeper
 - Special needs from learners?
 - Visibility and Audio
 - Language Use
- Learner Induction
 - Each learner to introduce himself (Name & Surname)
 - Short history of his current duties
 - What is his/her expectations from the learning programme
- Facilitator Contact Details
 - The facilitators contact details
 - The facilitators experience or involvement with this programme
 - Does the facilitator have the expertise to facilitate this programme?
- Learning Program Introduction
 - Purpose of this learning programme
 - How you could benefit from this learning programme
 - Duration and content of course.

Facilitation Strategy

1. First Training Quarter (08h00 to 10h00)

OHS Requirements	5min
General Proceedings	10min
Learner Induction	3-5Min per Learner
Facilitator Contact Details	5min
Learning Programme Introduction	5min
Ice Breaker (Team Building)	10min
Learning Programme Delivery	
Review and Summary (Before Closing)	5min

2. Second Training Quarter (10h15 to 12h00)

Ice Breaker (Brain Teaser – Thinking Exercise)	10min
Learning Programme Delivery	
Review and Summary (Before Closing)	5min

3. Third Training Quarter (13h00 to 14h30)

Ice Breaker (Brain Teaser – Thinking Exercise)	10min
Learning Programme Delivery	
Review and Summary (Before Closing)	5min

4. Closing and Implementation (14h45 to 16h00)

Ice Breaker (Relaxing)	10min
Learning Programme Delivery	
Review and Summary (Before Closing)	5min
Implementation Strategy	15min

Implementation Strategy

Implementation after the learning programme into the workplace is one of the most important tasks. Without this, the entire learning programme will not be helpful. Helpful topics that must be discussed before the completion of the learning programme is for example:

1. How can I implement these techniques in my own life / working environment?
2. How will I communicate / implement any changes to Management or employees?
3. How and when will I review my performance after the training?

