

PRESENTATION SKILLS



Business success through people

13 - 15 September 2010
Midrand Conference Centre, Midrand,
Johannesburg, South Africa



Business success through people

YOUR PRESENTER

Daphne Els

Daphne has 20 years experience in human resources and business strategy as well as line management, focusing on project delivery and execution in strategy, organizational development, career development and training needs assessment and development.

Her areas of expertise are project management, acting as Skills Development Facilitator and change management. She has consulted to organisations ranging from small, to blue-chip, including governmental organisations.

Conference Programme

Presentation Skills

Empower your employees to deliver impressive presentations
No matter what the reason, a presenter that fails will impact negatively in some way and, in many cases, adversely affect the objective of the presentation or workshop.

Purpose

Presentation Skills is intended for people who wish to prepare and deliver presentations at seminars, conferences, forums or meetings. This programme enables them to enhance the effectiveness of their presentations and to facilitate continuous improvement.

Accreditation requirements

In order to be accredited against the unit standards to which the programme is aligned, learners are required to complete a knowledge assignment and compile a portfolio of evidence for assessment.

Learning materials

Each learner receives:

- A Learner Guide containing readings, activities, case studies and application guides
- A Candidate Assessment Guide containing the knowledge assignment and assessment criteria (if applicable)

Duration

Learners attend a 3-day classroom-based training workshop, and have one month to complete the assessment requirements of the programme.

NQF Level: 5

Credits: 5

Learning Outcomes

Learners will be able to:

- Develop a clear presentation objective based on information received from stakeholders.
 - Research the content of the presentation
 - Structure the content in a logical, cohesive sequence
- Determine and obtain or develop resources needed for a presentation, including audio-visual aids.
 - Use language and terminology that is appropriate for the target audience
- Develop contingency plans to proactively cater for unexpected problems, including breakdowns of equipment and difficult audience members
 - Communicate calmly and confidently, with appropriate voice modulation and body language
 - Encourage, facilitate and manage audience participation with enthusiasm and flair.
 - Elicit feedback from the audience in order to review the presentation.
- Use the information obtained to enhance the effectiveness of the next presentation and to facilitate continuous improvement

Alignment to Unit Standards

Unit Standards: Write and present for a wide range of purposes, audiences and contexts

CONFERENCE FEE:

Presentation Skills

ZAR 6 500.00 excl VAT

For more information contact:

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To register Click Here

http://www.cittraining.co.za/1this_reg_form.php

Please note that we reserve the right to cancel scheduled training dates should there be insufficient response and numbers.

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