

PRESENTATION SKILLS [SOF008]

Presenting with Confidence

SAQA Unit Standard: 119459

Credits: 5

NQF level: 4

Duration: 1 day

OVERVIEW:

One of the most important communication skills in the business world today is being able to present well. This can be a fundamental link between business and opportunity. Every day people and companies project their image and reputation through their presentations. How we conduct presentations will bring success to the organization on the whole. This workshop is designed specially to help participants plan, prepare and deliver their presentations effectively.

The Presentation Skills workshop is aimed at everyone who is expected to deliver presentations in the workplace.

On completion of this training, participants would have learned how to:

- Present information, thoughts & ideas confidently and convincingly to an individual or to a group
- Take a realistic approach to business communication and presentations which enhances the participants' experience
- Be flexible and adapt to a broad range of roles, objectives and audience ensuring delivery of only relevant information that will achieve desired objectives
- Develop a well-structured, timesaving and confident approach to planning, organising and delivering presentations
- Have a greater level of comfort and control over themselves and the presentation environment

NB. Attendees will be required to deliver a short presentation in class in order to receive their Certificate of Attendance. The presentation must be relative to their job or area of interest.