

Presentation and Communication Skills

Based on SAQA's Unit Standard 119472, NQF Level 3, 5 Credits

Introduction

This course lays out the core principles to help you transform your presentation skills to help you create simple, clear and compelling presentations and deliver them effectively. It will provide guidance for communicating in groups situations, one-on-one interactions and meetings.

In a workshop environment you will plan, prepare, practice and deliver a number of presentations and receive feedback on how to enhance your approach and delivery. You will leave us with some tricks of the trade and increased confidence to enhance your delivery and engage any audience.

Suitable for individuals at all levels who are required to speak in front of others and wish to project a professional image and develop their skills and confidence.

Course Objectives

- Successfully interact with an audience
- Contribute to meetings more positively
- Overcome apprehension and anxiety
- Plan and prepare more effectively
- Communicate your message clearly, project enthusiasm and maintain the group's interest
- Use strategies that capture and retain the interest of an audience
- Adapt your approach when communicating with large or small groups
- Identify and respond to manipulative text

Course Outline

Identifying effective communication strategies

- Communicating effectively: one-on-one, in interviews, groups, meetings, negotiations and debates
- Understanding differing socio-cultural contexts and implementing strategies to improve cross-cultural communication

Preparing to present

- Identifying the needs of your audience and planning your presentation accordingly
- Preparing your material
- Rehearsing – using key words, pace and pause, stress, volume and intonation
- Applying techniques to maintain continuity and interaction
- Deciding on the appropriate visual aids
- Mastering your nerves and anxiety

Captivating your audience

- Understanding your audience and building rapport
- Considering your image and what it says about you and your presentation
- Using body language that is appropriate to context and topic, and reinforces your main ideas and attitudes

Manipulative use of language

- Identifying facts and opinions
- Noting omission of information
- Understanding the implications of how the choice of language can affect audience's interpretations of spoken texts