



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This accredited short programme lays out the core principles to developing and conducting presentations, facilitating group sessions and mastering personal interactions.

The highly practical course is Unit Standard aligned and gives individuals introductory, intermediate and advanced skills in working with MS PowerPoint Software.

Delegates will learn how to plan, produce, use and evaluate presentations, create graphs, organisational charts and drawings, import and manipulate images and objects using animations and transitions, and customise Master Slides in presentations.

Target Audience

The course is aimed at individuals at all levels, who are required to project a professional image and develop skills and confidence in creating, producing and facilitating presentations using MS PowerPoint features like graphs, charts, images and animations.

Entry Requirements

- Competence in Mathematical Literacy at NQF level 4.
- Competence in Communication at NQF level 4.
- The ability to operate a personal computer at NQF Level 1.

Additional Requirements

- Access to a PC, software and the internet for course work.
- Internet and bandwidth to accommodate virtual, facilitator-led sessions.

Management & Leadership

Presentation & Communication Skills

MICTSETA Statement of Results

SAQA ID: 117923, 116930, 8968

NQF Level: 3

Credits: 15

Course Delivery & Assessment

We use inclass, virtual class and blended interactive facilitated training sessions, group discussions, assignments and self-study to embed skills.

You will need to:

- Attend all lectures and sessions.
- Demonstrate theoretical and practical understanding of programme content.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your SOR, Presentation and Communication Skills, you will need to compile, submit and be found competent by constituent Assessors, Moderators and Verifiers on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the programme, you will be able to:

- Prepare and produce a presentation according to a specified brief.
- Adjust settings to customise the view and preferences of the presentation application.
- Format presentations using special presentation effects and apply special formatting.
- Customise a presentation for a specified purpose.
- Evaluate a presentation produced for a specified purpose.
- Create graphs, drawings, and organisational charts in a presentation.
- Import & manipulate images and objects in a presentation and apply animation and transitions.
- Customise Master Slides.
- Interact successfully with an audience using strategies that capture and retain their interest.





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Course Content

Presentation & Communication Skills

Accreditation Body: MICTSETA

SAQA ID: 117923 | NQF Level: 2 | Credits : 5

SAQA ID: 116930 | NQF Level: 3 | Credits : 5

SAQA ID: 8968 | NQF Level: 3 | Credits : 5

US 117923: Use A Graphical User Interface (GUI)-based Presentation Application To Prepare And Produce A Presentation According To A Given Brief

- Prepare and produce a presentation according to a specified brief
- Adjust settings to customise the view and preferences of the presentation application
- Work with multiple presentations
- Format a presentation according to given specifications
- Use special presentation effects
- Apply special formatting to a presentation, according to given specifications, to enhance the presentation
- Customise a presentation for a specified purpose

US 116930: Use A Graphical User Interface (GUI)-based Presentation Application To Enhance Presentation Appearance

- Create a graph in a presentation
- Create an organisational chart in a presentation
- Create a drawing in a presentation
- Import images into a presentation
- Images and objects are manipulated in a presentation
- Animation effects and transitions are applied or added to a presentation
- Master slides are customised within a presentation

US 8968: Accommodate Audience And Context Needs In Oral Communication

- Interact successfully with audience in oral communication
- Use strategies that capture and retain the interest of an audience
- Identify and respond to manipulative use of language
- Use science and technology effectively

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