



087 135 5543

PRESENTATION SKILLS NQF LEVEL 3 UNIT STD - 119472, 13934

WORKSHOP OUTLINE

- Define a presentation and understand the correct structure using visuals, voice, words etc.
- Analyse the type of presentation and target audience
- Ascertain the purpose of your presentation
- Identify the do's and don'ts of effective body language when presenting
- Understand the environment you will be presenting in and analyse your audience
- Identify and help you to overcome the negative symptoms of nervousness when presenting
- Understanding manipulative language

01

Focus on practical application of skills, learnt, applied and practised

06

Improving the learner's confidence, attitude, knowledge and skills are critical

05

Edge ensures that the learners are engaged and receptive to training

COURSE METHODOLOGY

02

Knowledge sharing and team learning form part of Edge's unique training methods

03

Programmes are flexible and easily adaptable to suit the various learning styles

04

Interactive sessions include group discussions, case studies, Q & A sessions and role-plays

OBJECTIVE

By the end of this course you will be able to correctly structure a presentation using a variety of visual aids as well as make use of your voice, words and body language to effectively present. You will know how to consider the environment you will be presenting in and analyse your audience which will help you to overcome the negative symptoms of nervousness. Successfully setting the correct tone of the presentation from the beginning, holding the audiences' attention and being able to handle questions professionally.

EDGE TRAINING CONSULTANCY

With over 18 years of Human Development training experience, Edge Training has a Level 2 BBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Behaviour Changing Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the learners and manage all the necessary requirements for disabled and unemployed learnerships. Most of our learnerships and Workshops are also offered as online courses.

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CHANGING LIVES