

# Make a presentation

<b>Course duration:</b>	2 days
<b>Course cost:</b>	<b>\$550</b> per person (public workshops) <i>Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel</i>
<b>Workshop aim:</b>	To equip participants with the skills, knowledge and attitude to: <ul style="list-style-type: none"><li>• Prepare a presentation</li><li>• Deliver an effective presentation</li><li>• Review the presentation</li></ul>
<b>Unit covered:</b>	BSBCMM401 – Make a presentation
<b>Delivery method:</b>	Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop
<b>Who should attend?</b>	<p>This workshop is aimed at those who are expected to make oral presentations as part of their work role. Applications may include marketing, sales, training, promotions, etc.</p> <p>Participants will be introduced to the skills and techniques vital to planning and organising an effective presentation, including the selection and application of appropriate presentation strategies, delivery methods, and presentation aids.</p> <p>The use of verbal and non-verbal communication skills in delivering the presentation is also addressed, along with topics such as dealing with nerves, answering questions and managing difficult people.</p> <p>Techniques for reviewing the effectiveness of the presentation are also covered.</p>
<b>Pre-requisites</b>	No qualifications or previous experience are necessary to participate in this workshop
<b>Language, literacy and numeracy (LLN) requirements</b>	<p>To successfully complete the course, participants will need to have a <b>relatively high level of reading and writing ability</b>, as well as <b>good oral communication skills</b>. Examples of activities that participants will need to perform include:</p> <ul style="list-style-type: none"><li>• Prepare a presentation delivery plan and supporting resources / aids</li><li>• Deliver an effective oral presentation in the workplace in accordance with their plan</li></ul> <p>Participants will also need to be capable of using word processing software (e.g., Microsoft Word) to write, edit and format documents.</p> <p>Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.</p>

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**Access to a workplace environment** To complete the assessment component of this course, participants need to be working in, or have access to, an organisation in which they are able to make oral presentations to others. Ideally, this will be a workplace where they are currently an employee.

**Pre-course work** Participants are advised to think about a topic for a 10 – 15 minute presentation which they will make on the final day of the course. It is recommended that participants bring any equipment / resources that they will need for the presentation.

**Homework** Participants will be assessed delivering their presentation to a group of fellow participants on the second day of the course. Time will be provided on the course for participants to plan and organise their presentation, however participants will need to also spend some time preparing and rehearsing their presentation for homework.

## Topics

### DAY 1

- Planning a presentation
- Structuring a presentation
- Presentation aids and materials
- Organising the presentation

### DAY 2

- Communication skills
- Delivering the presentation
- Review and evaluate the presentation

## Assessment

The assessment for this course consists of:

- Assessment of on-course presentation delivery
- Assessment of presentation documentation completed on the course
- Completion of Knowledge Questionnaire. This tests learners' underpinning knowledge of presentation concepts. The questionnaire may be completed as an 'open-book' assessment, during or after the course.
- Post-course assignment, including preparation, delivery and review of a presentation in the workplace. *Note that learners will be required to arrange for a third party to observe them delivering this presentation (or submit a video of their presentation to TSA).*

## Resource requirements

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet
- an audience to which they can make a presentation
- any resources / equipment needed to support the delivery of the presentation
- someone who can observe them making the presentation and provide feedback to TSA

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## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the unit on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

## National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved this unit and wish to have it recognised, please contact a TSA Training Advisor.