

Business Presentation Skills

Skills Programme

Accredited by the ETDP Seta – no. ETDP0126

Unit standards covered

Unit standard ID Level & credits	Unit standard title
US 115790 NQF 5 5 Credits	Write and present for a wide range of purposes, audiences and contexts

Overview

Effective business presentations are a powerful, flexible and responsive means of conveying information to groups of people – whether they are potential investors, customers, employees, unions, the media, communities or any other stakeholders. This workshop is designed to equip you to prepare and deliver such presentations.

Learners who successfully complete this programme will be able to:

- Analyse audiences
- Identify the purpose and objective of presentations
- Design a professional presentation – gathering, sorting and selecting the most suitable information; structuring the presentation to ensure that the sequence is clear and logical
- Deliver a presentation – arrangement of the room; conquering nerves; presentation notes; presentation tips
- Speak the four languages, namely visual, auditory, visual-auditory and kinaesthetic
- Make use of support media

Unit Standard Specific Outcomes

- Use writing skills for specific purposes, audiences and contexts
- Access, process, re-organise, and synthesise information in order to present it
- Use appropriate language conventions, textual features and style for specific workplace purposes
- Draft and edit texts

Who should attend?

The training is suitable for any-one who is required to give presentations, make proposals and deliver projects or papers, either within the organisation or to outside audiences.

Duration of Training

1 Day

Take Note: For companies who wish to run this programme as an In-house option, the duration could be 3 days if you wish for the learners to conduct and get assessed on their individual presentations in class.

Learning assumed to be in place

- Communication at NQF Level 4
- Computer literacy at NQF Level 4

Maccauvlei entry requirements

NQF level 4 / Grade 12 certificate

Certification

Learners who successfully complete the Portfolio Of Evidence will be awarded a skills programme certificate with the unit standard listed.



Contact Details

For registration forms or more detail please contact us:

Telephone: +27 (0) 11 439 3900 • E-mail: info@maccauvlei.co.za • Website: www.maccauvlei.co.za