

PRESENTATION SKILLS



Training and Instructional
Design Academy of South Africa

Course information

Introduction

Research shows that many people fear making presentations more than they fear visiting the dentist. Presentations are a very important marketing tool in any business. Personnel are often called upon to make presentations at meetings or to important clients and a presentation is often the difference between winning or losing a contract or tender. This course addresses this by offering practical solutions to planning and giving presentations.

Unit standards

The content of this course is based on unit standard 242840 *Make oral presentations*.

Course content

During this course, the following topics are covered:

- How planning leads to prosperity
- Verbal and non-verbal communication with the audience
- Poise and voice are two main ingredients
- Nerves and stress can be beaten
- PowerPoint do's and don'ts
- Aids and equipment to enhance your presentation

Duration

Two days

Please note

A certificate of competence will be issued once a Portfolio of Evidence (PoE) has been submitted and the learner assessed as competent. The compilation of the PoE will either take place during the course or in the learner's private time, depending on the structure of the course.

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- A training company committed to enabling and empowering individual learners to make positive contributions to their organisations
- A provider of both customised and generic training
- Dedicated to excellence in training and instructional design
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For more information or to book your place contact Helga van Wyk on 012 682 8500 or email info@tidasa.co.za.