



RT0 provider code: 60034

Business Skills
IT Solutions
Qualifications



Delivering Convincing Presentations

National Competency Standard (BSB):
BSBCMM401 Make a presentation

Course Objectives

This course uses a mixture of theory, practical exercises and 'on your feet' public speaking to teach participants how to prepare and deliver convincing presentations.

Duration

1 day.

Course Outcomes

1. Understand presentation basics.
2. Identify a clear message.
3. Create interesting content.
4. Develop a logical presentation structure.
5. Develop effective visual aids.
6. Overcome nerves.
7. Capture and retain audience enthusiasm.
8. Deal with questions.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

Delivering Convincing Presentations

Course Content

The basics

- Types of presentations
- What makes a great presenter?
- What makes a great presentation?
- Self-assessment of presentation skills
- Demonstration of presentation skills
- Presentation skills – analysis guide

Preparation checklist

Identify the message

- Identify key message and outcomes

Identify the content

- Brainstorming
- Lateral thinking
- Mind mapping
- Research your topic
- How much time should you spend preparing?

Organise the content

Choose a structure

- Sequential argument
- Hierarchical decomposition
- Question orientated
- Top down
- Sandwich

Flesh out the content

- Develop a strong start
- Maintain audience interest
- Use questioning to maintain audience interest
- Achieve continuity
- Ensure understanding
- Develop a strong finish

Develop audio-visuals

- The characteristics of effective slides
- Using text on slides
- Using images on slides
- Using build sequences on slides

Speaker's notes

Audience handouts

Check the venue

Rehearse

On the day

- Equipment preparation
- Mental rehearsal
- Dress
- Venue set-up

Delivering the presentation

- Your objective
- Dealing with nerves
- Getting your message across
- Personal demeanour
- Eye contact

- The voice
- Movement and gesture
- Use of visual aids
- Spontaneity
- Handling questions
- Feedback – how did you go?

Preparation checklist

PowerPoint slides