

SKILLS DEVELOPMENT COURSE: PRESENTATION SKILLS

COURSE SPECIFICATIONS

Course Code:	SDF-PS
Course Length:	2 Days
Start Time:	08:30
End Time:	15:30
Available for:	Local or On-Site Training

PURPOSE

To provide each employee with a sound foundation and understanding to be able to compile a presentation with content in Power Point format that is easily readable.

TARGET AUDIENCE

All Employees in a Supervisory or Managing capacity.

LEARNING OUTLINE

1. Plan and Prepare your Presentation.
 - a. Creating the Program.
 - b. Choosing Your Delivery Methods.
 - c. Verbal Communication Skills.
 - d. Non-Verbal Communication Skills.
 - e. Overcoming Nervousness.
2. Conduct a Presentation.
 - a. Creating Fantastic Flip Charts.
 - b. Creating Compelling PowerPoint Presentations.
 - c. Wow 'Em with the Whiteboard.
 - d. Vibrant Videos and Amazing Audio.
 - e. Pumping it Up a Notch.
 - f. Wrapping Up.

INCLUDES THE FOLLOWING

1. Course Material
2. Notes
3. PoE (*if applicable*)

For local training at a Onetrust training venue:

1. Refreshments
2. Lunch

**Catering is the responsibility of the client for on-site training.*

CERTIFICATION

Currently, this course is only available for non-accredited training, and therefore candidates will receive a *Certificate of Training/Attendance*, as no form of assessment will take place.

MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.) We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes.

CONTACT DETAILS

Further enquiries may be directed to:

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