

# Lynn Page & Associates

We develop people, processes, programmes & learning solutions

## Make oral presentations

Aligned to USID 242840 | Credits 2 | NQF Level 4

Duration: 2 days

This workshop has been designed to build confidence and skills to make presentations on topics with which learners are familiar.

Learners will conduct up to three presentations during the 2 days, evaluate their own presentations on video, and benefit from peer and facilitator feedback after the final presentation.

### Course Content:

The content provides guidelines and principles for:

- ◆ Analysing the audience
- ◆ Planning the presentation step-by-step
- ◆ Keeping within the time limits
- ◆ Selecting appropriate material and visuals
- ◆ Using voice, body and personality to convey the message successfully

The material covers all the fundamental keys for making presentations within a predictable environment.

### Specific emphasis is placed on:

- ◆ Correcting posture, gestures, and voice intonations (visual, vocal and verbal presentation).
- ◆ Defining the objective of the Presentation
- ◆ Planning with the objective and audience in mind
- ◆ Highlighting distracting habits or behaviour
- ◆ Checking clarity, pace and pitch of voice
- ◆ Using the “open” and “close” effectively
- ◆ Listening and clarifying
- ◆ Reading signals from the audience
- ◆ Avoiding overload and fogging
- ◆ Working with technology, cue notes and supportive techniques



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