



asc
training and
development

BSBCMM401

Make a Presentation

Duration

2 days

Format

Face to Face

"If you don't know what you want to achieve in your presentation your audience never will."

Harvey Diamond

Description

Presentation skills are increasingly becoming an essential attribute for successful career outcomes. Many of us fear presenting. In this 2 day workshop participants will have the opportunity to develop clear processes to overcome these concerns and practise designing and delivering high impact presentations.

- Do you get nervous before delivering a presentation?
- Do you make presentations to groups of employees or staff?
- Would you like to take your presentation skills to the next level?
- Would you like to be awarded a nationally recognised Statement of Attainment?

If you answered yes to any of the questions above, then this program is for you.

In this unit you will:

- discover how to prepare presentations around essential objectives
- present key concepts and ideas with enthusiasm
- design and present effective visual aids
- employ techniques for polishing and mastering presentation delivery
- evaluate presentations

Format

You will receive one day of dynamic, practical, hands on instruction and on the second day, you will put what you have learnt into practice and be assessed delivering a presentation to a small group. Assessment tasks will be provided for you to take back and complete in your workplace during the program.

Outline

This course covers:

- The strategic communication model
- Learning domains
- Creating effective learning
- Learning styles
- Know your target group
- Visual aids
- Structuring your presentation
- Communication skills
- Delivering your presentation
- Managing nerves
- Reviewing your presentation

Career Outcomes

Participants will take away a framework for delivering highly effective presentations at work and elsewhere. Delivered as a highly interactive program, this course is both energising and confidence building.

On successful completion of this 2 day program you will be awarded a Nationally Recognised Statement of Attainment in : **BSBCMM401 Make a presentation**

Investment

\$990 (inc GST)

Inclusions:

- continuous coffee, tea and morning tea are provided at sessions. There are many quality food vendors within 1-2 min walk for you to purchase your lunch, or you are welcome to bring your own lunch if you wish
- course learning materials

Unit of Competency Information

This unit of competency can be located at www.training.gov.au

Training Venue

ASC Training & Development
Harmer House
Level 2, 5 Leigh Street
ADELAIDE SA 5000

For more information, contact:
(08) 8410 2627

www.asctraining.com.au