

# BUSINESS PRESENTATION SKILLS

A **NON-ACCREDITED** WORKSHOP WITH



— SIGNIFY —

**LEARNING ACADEMY**

where learning becomes a journey

## SKILLS PROGRAMME PURPOSE

Learners credited with this unit standard are able to:

- Use writing skills for specific purposes, audiences and contexts
- Access, process, re-organise, and synthesise information in order to present it
- Use appropriate language conventions, textual features and style for specific workplace purposes
- Draft and edit texts for presentation purposes

## WHO SHOULD ATTEND?

This Skills Programme is intended for anyone who deliver business presentations.

## COURSE OUTLINE

### MODULE 1 – PREPARING FOR THE PRESENTATION

- Identify the purpose and objective of presentations
- Know your audience
- Make use of support media
- Design a professional presentation – gathering, sorting and selecting the most suitable information; structuring the presentation to ensure that the sequence is clear and logical
- Presentation notes

### MODULE 2 – CONDUCTING THE PRESENTATION

- Deliver the presentation (attract and retain attention)
- Presentation tips

## DURATION



1 Day

## LOCATION



**Public** (at our premises) – An individual attending

or

**On-site** (at your company premises) – A minimum number of learners, please enquire

## CERTIFICATION / RECOGNITION



Upon completion, the learner will receive a Certificate of Attendance.

## SIGNIFY ENTRY REQUIREMENTS

Learners should be competent in:

- Communication at NQF Level 4
- Mathematical Literacy at NQF Level 4
- Computer Literacy at NQF Level 4

## CONTACT US



academy@signify.co.za



+27 12 763 6600



www.signifylearning.co.za



<https://www.linkedin.com/company/signify-software>