

**Derek Hendrikz Consulting Presents:**

# **Business Presentation Skills**

Duration:	2-days
Max. Participants:	20
Facilitators:	1
NQF Level:	5
SETQAA Accreditation:	Services SETA – Decision Number 2072

## **About the workshop:**

The business presentation skills programme is aimed at empowering the learner to prepare and present powerful presentations in a variety of business settings.

The following areas are covered during the programme:

- ✓ Creating the winning presentation.
- ✓ Gathering information.
- ✓ Working with content.
- ✓ Delivering the presentation.

## **The workshop outcome:**

On completion of the workshop the participant should be able to make powerful business presentations to a variety of business audiences.

## **Included:**

- All programme materials and handouts.
- Issuing of certificate on completion of programme.
- Record keeping of all results and assessments in order for participants to receive recognition for prior learning through the National Qualifications Framework.

## **Training methodology:**

Teaching by example and experiential learning probably describes the training methodology most accurately. Participants will be actively involved in the learning and the facilitators will apply the presentation techniques taught to transfer learning. Practical assessment will ensure that participants are able to demonstrate the specific workshop outcomes. Each participant will receive a video tape, and be recorded during practical assessments. A pre-workshop assignment will be given to participants. In this assignment the participant will have to prepare a 5 minute presentation for the first day of the workshop. As with all DHC training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

**Programme:**

Time:	Day 1:	Day 2:
08:00-10:00	Introduction to presentation skills	Working with content
10:00-10:30		
10:30-12:30	Creating the winning presentation	Delivering the presentation
12:30-13:30		
13:30-15:00	Gathering information	Practical assessment
15:00-15:15		
15:15-16:00	Day Review	Programme Evaluation

**Who Should Attend?**

- Senior & Middle Managers.
- Business Owners.
- Supervisors & Unit Managers.
- Sales Managers.
- Any person who has to make presentations.

**Day 1:*****Introduction to presentation skills:***

- Communicating through presentation.
- Understanding the difference between results and intent.
- Getting confidence and overcoming fear.
- Credibility.
- Structuring your presentation.
- Understanding the difference between talking and writing.

***Creating the winning presentation:***

- Determining the objective.
- Analysing the audience.
- Determining the audience's motivation.
- Studying the facility.
- Choosing support aids.

***Gathering information:***

- Searching for information.
- Organising information.
- Selecting type and structure.
- Structuring the information.

**Day 2:*****Working with content:***

- Designing the executive summary.
- Creating the body.
- Closing on a high note.
- Using tables & graphs.
- PowerPoint slides and special effects.
- Working with numbers.

***Delivering the presentation:***

- Personalising the presentation.
- Contemporising the presentation.
- Energising the presentation.
- Working with fear.

***Practical application:***

- Each participant will do a 5-8 minute presentation in front of a video camera. These are prepared presentations, which was given as homework to participants the previous day. He/she will be evaluated by the facilitator and other learners. This is done formally with an evaluation form. Participants will keep the video tape and evaluations for future development.
- Impromptu presentations will be given by participants through out the work session. Each impromptu presentation will be + 5 minutes.

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**Beyond Comparison!**