
Delivering Convincing Presentations

National Competency Standard (BSB07)
BSBCMM401A Make a presentation



Aim

This course uses a mixture of theory, practical exercises and 'on your feet' public speaking to teach participants how to prepare and deliver convincing presentations.

Audience

This course is aimed at anyone who needs to prepare and deliver workplace or public presentations.

Duration

One day.

Course Outcomes

1. Understand presentation basics.
2. Identify a clear message.
3. Create interesting content.
4. Develop a logical presentation structure.
5. Develop effective visual aids.
6. Overcome nerves.
7. Capture and retain audience enthusiasm.
8. Deal with questions.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

Course Content

About this course

The basics

- Types of presentations
- What makes a great presenter?
- What makes a great presentation?
- Self-assessment of presentation skills
- Demonstration of presentation skills
- Presentation skills – analysis guide

Preparation checklist

Identify the message

- Identify key message and outcomes

Identify the content

- Brainstorming
- Lateral thinking
- Mind mapping

- Research your topic
- How much time should you spend preparing?

Organise the content

Choose a structure

- Sequential argument
- Hierarchical decomposition
- Question orientated
- Top down
- Sandwich

Flesh out the content

- Develop a strong start
- Maintain audience interest
- Use questioning to maintain audience interest
- Achieve continuity

- Ensure understanding
- Develop a strong finish

Develop audio-visuals

- The characteristics of effective slides
- Using text on slides
- Using images on slides
- Using build sequences on slides

Speaker's notes

Audience handouts

Check the venue

Rehearse

On the day

- Equipment preparation
- Mental rehearsal
- Dress
- Venue set-up

Delivering the presentation

- Your objective
- Dealing with nerves
- Getting your message across
- Personal demeanour
- Eye contact
- The voice
- Movement and gesture
- Use of visual aids
- Spontaneity
- Handling questions
- Feedback – how did you go?

Appendix 1 – Preparation checklist

Appendix 2 – PowerPoint slides