

Short Course

Business Presentation Skills

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip the learners with the necessary knowledge, skills and attitudes to conduct business presentations within the work environment.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Demonstrate an understanding of communication channels in business and everyday life.
- Conduct written and verbal communication within the business environment.
- Use communication in a business environment.

PROGRAMME OUTLINE

- Introduction to business communication
- Compile a business report for the purpose of a presentation
- Conduct a business presentation to a selected group
- Develop media / aids to assist in giving an effective presentation

LEARNING ASSUMED TO BE IN PLACE

Delegates who wish to enroll on this programme should be competent in listening, speaking, reading, writing and presentation skills on NQF level 4.

METHODOLOGY

Training Programme Duration: 2 Days

Assessment: Learners will be formatively assessed in the classroom by means of activities.

Certification: Delegates will receive a certificate of attendance after completion of the programme.

Unit Standard(s):

- 10622 - Conduct communication within a business environment

NQF Level: 5

Credits: 8

TARGET GROUP

- Any person, who works in a business environment, and needs to communicate open and directly to a target audience.

BENEFITS

- Effective verbal and written communication
- Professional business image
- Credits towards a qualification
- Improved opportunities to claim skills grants