IMSIMBI

TRAINING

UNLEASHING YOUR POTENTIAL










Imsimbi Training proudly presents

Presentation & Communication Skills – 2 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

This course is accredited by the Services Seta and material covers unit standards 242840 and 119462 NQF L 4 worth 7 Credits.

SERVICES SETA

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COURSE OBJECTIVES

The broad learning objective of this course is to develop the awareness, knowledge, skills and attitudes of participants needed to deliver effective professional presentations. The course is designed so that participants understand the theory of good communication prior to preparing and delivering a presentation within a simulated context. The course is divided between what good communication is, how to prepare an effective presentation, and delivering your presentation so that you have a persuasive impact on your audience.

Each participant will be given an opportunity to do a video recorded presentation in front of the class and be given individual feedback on how to continuously practice improving their communication skills back in the business environment. The course will enable you to become a professional presenter.

COURSE OUTLINE

Expectations and challenges

Course will explore:
The presenter, preparation, visual aids and delivery.

Module 1: Effective Communication

- The importance of self-awareness
- Preparation for a positive first impression
- Barriers to effective communication
- The conventional process model
- Communication purposes
- Business communication
- Effective emails, memos

Module 2: Understanding your audience

- The power of deep listening
- Key communication skills
- Non-verbal communication
- Presenting reports and research
- Communication in meetings



<u>Module 3:</u> Presentation skills

- Your look, posture, gesture, eye contact
- Using tonal Variety
- Speaking with energy
- Presenting your visuals

Non-verbal Communication

Non-verbal communication also impacts on a presentation:

- ✓ Tone of voice
- ✓ The look on the presenter's face
- ✓ Posture
- ✓ Distance
- ✓ Eye contact
- ✓ Gestures

From the presenter's perspective body language must not be seen as contrary to the overall message

Using the Voice

The voice carries messages that are not defined by the words used. This is called paralanguage:

- ✓ Vocal quality
- ✓ Volume
- ✓ Pitch
- ✓ Rate of speech
- ✓ Enunciation / accent
- ✓ Pauses

Most people will respond to a voice that is

- ✓ Interesting
- ✓ Friendly
- ✓ Pleasant
- ✓ Natural



The Face

Facial expressions are an integral part of any presentation as it communicates:

- ✓ Emotion
- ✓ Attitude
- ✓ Feelings
- ✓ As a presenter, you need to make sure that your face does not detract from your message!

<u>Module 4:</u> Delivering your presentation

- Central message
- Brainstorming
- Using a mind map
- Designing your presentation
- Practising and delivering your presentation
- Feedback and evaluation of your presentation

COURSE OUTCOMES

Learners should be able to:

- Understand the purpose of their presentation
- Strategically plan their presentation based upon an audience analysis
- Apply verbal skills to capture and maintain audience interest
- Apply critical listening skills and respond confidently to questions
- Develop awareness of how effective non-verbal messages are communicated
- Improve their written communication skills, using memos, emails and reports
- Overcome blocks - using mind maps for designing your power point presentation
- Hear their speaking voice, tone, articulation, pitch and volume
- Speak with energy
- Design and use appropriate visual aids to support their presentation
- Deliver and evaluate their presentation by reviewing a video of their presentation
- Apply a rigorous communication checklist for evaluating presentations

