



PRESENTATION SKILLS non accredited short course

3 hour Power User Session

Fee: \$70 per person (minimum 10 people)

Skills covered in this session are lifted from the BSBCMM401A Make a Presentation unit of competency imported into the Certificate IV in Training and Assessment TAE40110 . The content covers good preparation, engaging delivery and continuous improvement through review and evaluation.

The Training and Education Division of TafeSA is offering 3 hour sessions of non-accredited 'power user' training. These sessions are ideal for busy professionals, job seekers, organisations, community service groups or anyone who wishing to benefit from key skill areas without the commitment of full time study. This session can be tailored to suit your staff, organisation or circumstance. A minimum of 10 participants are required for the advertised fee, but alternative pricing can be arranged for a smaller group. This session can be brought to your workplace or conducted at the nearest suitable TafeSA campus.

Session outline:

Plan, design and prepare content

Presentation aids

- High tech
- Low tech

Delivery styles

The target audience

Strategies for addressing:

- Work teams and meetings
- Conferences
- The general public
- Performance anxiety
- Personal presentation
- Feedback
- Documenting outcomes
- Continuous improvement

CONTACT

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Explore the Training and Education iCentral website: <http://tinyurl.com/tafesa-taa>