

Presenting to Groups (Level B)



Underpinning Competencies

- Thinking Clearly and Analytically
- Giving Clear Information
- Creative Assimilation
- Reciprocal Communication

Linked Assessments (where applicable)

- Presentation Style Assessment

Elective

We spend most of our lives speaking to one another; it is our natural communication channel. However, something strange happens to many people when asked to do the same thing in front of a group. A mere mention of delivering a presentation brings the nervous system into full operation. So why does this happen?

It is a mixture of things. It is fear of:

- falling flat on your face
- drying up
- losing your train of thought (mid-stream)
- what people will think of you
- being boring.

As you progress through this module you will learn how to prepare, plan and execute a presentation to a high standard. While the workbook does not include specific facilitation skills, many of the hints, tips and techniques can be applied in a number of different circumstances, including, advising and informing others, sharing ideas/information with your own team, taking a proposal to another team and making a presentation to people outside your organisation.

Objectives

At the end of this module you will be able to:

- explain what is involved in making effective presentations to individuals and groups
- plan and prepare effective demonstrations and presentations
- appraise the use of training aids and methods
- use appropriate behaviours and techniques to deliver effective presentations to advise and inform others.
- utilise effective questioning and feedback skills.