



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Public Presentations

Course Specifications

Course Number: ELK88–894 | **Course Length:** 0.5 day(s)

Course Description

Course Objective: You will gain confidence in public speaking by practicing proven techniques for preparing and delivering effective public presentations.

Target Student: This course is intended for managers, supervisors, team members, and team leaders in any type of company who seek to improve their public presentations.

Prerequisites: There are no prerequisites for this course.

Hardware Requirements

If you wish to use the overheads provided on the interactive CD-ROM, you will need to set up a computer for yourself. If time allows and you wish to use the business simulations provided on the CD-ROM in the classroom, you will need to set up a computer for each student participating in the class.

A Pentium® III with 500 MHz (or better), or Macintosh® Intel-based or PowerPC G4 (or better) processor.

At least 512 MB of RAM.

A monitor capable of 1024 x 768 screen resolution and 32-bit color display.

Software Requirements

Each computer requires the following software:

- Microsoft® Windows® 7, Windows Vista®, Windows® XP (Professional or Home Edition), Windows 2000, or Apple® Mac OS® X 10.4 (or higher).
- Microsoft® Internet Explorer® 7 (or higher), Mozilla® Firefox® 2 (or higher), or Apple® Safari® 2 (or higher), with pop-up blocking turned off.
- Adobe® Flash® Player 8 (current version recommended).

Course Objectives

Upon successful completion of this course, students will be able to:

- Decide whether or not to speak.
- Prepare your speech.
- Deliver your speech.
- Publicize your speech.

Course Content

Lesson 1: Deciding to Speak

- Topic 1A: Think Before You Speak
- Topic 1B: Analyze Your Speech Commitment

Lesson 2: Preparing Your Speech

- Topic 2A: Research Your Speech
- Topic 2B: Create an Outline
- Topic 2C: Write Out the Speech Draft
- Topic 2D: Pretest Your Speech

Lesson 3: Delivering Your Speech

- Topic 3A: Make Your Presentation
- Topic 3B: Be Prepared for Anything
- Topic 3C: Answer Questions from the Audience

Lesson 4: Publicizing Your Speech

- Topic 4A: Publicize Before Your Speech
- Topic 4B: Publicize After Your Speech

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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