



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 - Presentations: Preparing, Developing, and Delivering

### Course Specifications

**Course Number:** AXO84-001

**Days:** 2 (12 hours)

**Prerequisites:** None

## Topic-Level Outline

### Unit 1: Introduction to Public Speaking

#### Topic A: Presentations

A-1: Discussing communication skills

#### Topic B: Public Speaking

B-1: Exploring the fear of speaking

B-2: Identifying and transforming your biggest fears

B-3: Discussing the greatest speeches

B-4: Determining the qualities of great speakers

B-5: Giving your first presentation

#### Topic C: Communication

C-1: Examining retention rates

### Unit 2: Preparing Your Presentation

#### Topic A: The Presentation Process

A-1: Citing presentation examples

#### Topic B: Presentation Purpose

B-1: Identifying the purpose of a presentation

B-2: Working with SMART objectives

#### Topic C: Audience Analysis

C-1: Discussing the absence of audience analysis

C-2: Working with AUDIENCE objectives

#### Topic D: Presentation Structure

D-1: Discussing presentation structures

TOC Continue...

### **Unit 3: Developing Your Presentation**

#### **Topic A: The Conclusion**

A–1: Discussing closing techniques

A–2: Writing a presentation closing

#### **Topic B: The Introduction**

B–1: Giving CABA examples

B–2: Writing a presentation opening

#### **Topic C: The Body**

C–1: Listing examples of organization types

C–2: Writing key points and supporting materials

C–3: Identifying memorable examples

#### **Topic D: Transitions**

D–1: Writing presentation transitions

#### **Topic E: Rehearsal Techniques**

E–1: Handling changes and goofs

E–2: Giving your second presentation

### **Unit 4: Delivering Your Presentation**

#### **Topic A: Gearing Up**

A–1: Identifying nervous habits

A–2: Minimizing nervousness

#### **Topic B: Personal Motivation**

#### **Topic C: Rapport and Credibility**

C–1: Making the right first impression

C–2: Building rapport and establishing credibility

#### **Topic D: Voice and Body Techniques**

D–1: Discussing body language

D–2: Identifying filler words

D–3: Practicing tongue twisters

D–4: Working on pauses in speech

D–5: Identifying buzzwords and jargon

### **Unit 5: Using Humor and Visual Aids**

#### **Topic A: Humor**

A–1: Discussing humor in presentations

#### **Topic B: The Question–and–Answer Session**

#### **Topic C: Visual Aids**

C–1: Discussing the use of visual aids

C–2: Giving your final presentation

### **Unit 6: Using What You’ve Learned**

#### **Topic A: The Implementation Phase**

A–1: Recording ideas from story moments

A–2: Committing to improvement

#### **Topic B: Resources and Tools**

### **Appendix A: Colors and PowerPoint**

Topic A: Colors in presentations

Topic B: Microsoft PowerPoint

## 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.

### MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- ([www.collegeafricagroup.com](http://www.collegeafricagroup.com))

### SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- ([www.collegeafricagroup.com](http://www.collegeafricagroup.com))

### SPECIALS

- Join our loyalty program
- Sign up for a weekly newsletter
- Group Discounts available
- Onsite Training is available T&C Apply

### DASHBOARDS

Create eye-catching, interactive, awesome excel dashboard reports ([Dashboard](#))

## CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives  
Excel Automation  
([Excel Automation](#))

## MS PROJECT

Get fast reports!  
Master MS Project for quick info and outcomes  
([MS Project](#))

## KEYBOARDING

Save time!  
Learn to touch-type and be more accurate.  
([Keyboarding](#))

## EBOOKS AND ONLINE TRAINING

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



## CONTACT DETAILS

Arnold Muscat  
Direct 083 778 4903  
Email: [sales@collegeafricagroup.com](mailto:sales@collegeafricagroup.com)  
Click to Join our [Loyalty](#)



Committed to skills development in the Media, Advertising and ICT sector  
Accreditation no: ACC/2011/07/066

Call Centre: 0861 114 679  
(Office Hours)  
Website: [www.collegeafricagroup.com](http://www.collegeafricagroup.com)  
CAG [Newsletter](#)