



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 - Effective Presentations

Course Specifications

Course Number: AXO84–080

Course Length: 1 Day (6 hours 50 min.)

Description: This ILT Series course teaches students about creating effective presentations. Students learn how to determine realistic presentation objectives, analyze the audience, use supporting materials effectively, organize a presentation clearly, and successfully incorporate visual aids. Course activities also cover reducing the fear of speaking, remaining calm, appearing relaxed, and improving the delivery of your presentation. Finally, students learn how to assess the audience members and answer their questions, organize a persuasive presentation, and use reasoning and emotional appeals to persuade an audience. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Topic-Level Outline

Unit 1 : Fundamentals of Presentation

Topic A: Effective Presentations

A–1: Understanding effective presentations

A–2: Understanding different types of presentations

Topic B: Planning a Presentation

B–1: Establishing objectives

TOC Continue...

B–2: Determining objectives

B–3: Making realistic objectives

Unit 2 : Audience Analysis and Supporting Material

Topic A: Audience Analysis

A–1: Analyzing the audience

Topic B: Supporting Materials

B–1: Selecting supporting materials

B–2: Understanding the types of supporting material

B–3: Exploring retention and visual aids

Unit 3: Building Presentations

Topic A: Build Presentations

A–1: Building the presentation

Topic B: Develop an Introduction

B–1: Developing the introduction

B–2: Capturing the attention of the audience

Topic C: Organize the Body of the Presentation

C–1: Organizing the body of the presentation

C–2: Using transitions

Topic D: Effective Conclusion

D–1: Creating the conclusion

D–2: Closing the presentation

Unit 4: Presentation Mechanics

Topic A: Visual Aids

A–1: Introducing visual aids

A–2: Using different types of visual aids

Topic B: Understand Visual Aids

B–1: Displaying visual aids

B–2: Creating visual aids

TOC Continue...

Unit 5: Presentation Process

Topic A: Extemporaneous Speaking

A–1: Understanding the presentation process

Topic B: Preparation for Speaking

B–1: Reducing the fear of speaking

B–2: Using warm–up routines

Topic C: Deliver a Presentation

C–1: Using different aspects of voice

Topic D: Nonverbal Communication

D–1: Using nonverbal communication aids

D–2: Maintaining a focus on the audience

Unit 6: Question–and–Answer Session

Topic A: Handle Questions Effectively

A–1: Handling questions

A–2: Understanding the question–and–answer session

Topic B: Handle Challenging Questions

B–1: Handling challenging questions

B–2: Handling challenging audience

Unit 7: Fundamentals of Persuasion

Topic A: Understand Persuasion

A–1: Understanding persuasion

A–2: Analyzing the audience

A–3: Motivating the audience

A–4: Making claims

Topic B: Organize a Persuasive Presentation

B–1: Creating a persuasive introduction

B–2: Understanding the body of a persuasive presentation

Topic C: Methods of Persuasion

C–1: Using different methods of persuasion

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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