



Effective Presentations

Nervous about standing up and presenting? Experienced death by PowerPoint once too often? Expressing yourself with confidence and clarity to peers, management and clients is an essential skill. Learn to plan and deliver effective professional presentations and how to use visual aids and PowerPoint *effectively*.

Designed for

Team leaders and team members, supervisors, managers, customer service, sales and marketing personnel.

Course outcomes & benefits

- Practise your speaking
- Share strategies
- Gain control and manage presentation situations
- Take advantage of presentation opportunities
- Develop skills and use presentation techniques that will enhance your career and personal satisfaction

Course content

- Preparing to present: strategies, aids and materials
- Knowing your audience
- Communicating effectively using verbal and non-verbal techniques
- Making an impact
- Speaking confidently
- Getting feedback

Duration & course dates

1 day 05 May or 01 July
 14 Sept or 17 Nov

Investment

\$450

Assessment

This course is aligned to the national competency standard BSBCMM401A, one unit from the Certificate IV in Marketing BSB41307.

Optional assessment tasks can be undertaken to achieve a Statement of Attainment in partial completion of the Certificate IV. There is an additional assessment fee of \$200.

Location

UNSW Global, 12-22 Rothschild Avenue, Rosebery, NSW 2018

Program code BSPS02

LEARN4LIFE

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