

Giving Briefings and Making Presentations

INTRODUCTION

This course is designed for individuals who are in need of giving briefings or making presentations. This course will provide the tools and the advice to give clear briefings or presentations. The purpose of this course is to develop an individual's skills in giving presentations and briefings.

The course requires you to plan and deliver a briefing or presentation on a topic of your choice relevant to your level of responsibility in the workplace. Then evaluate the effectiveness of your presentation and to use the feedback gathered to identify areas for improvement.

COURSE OBJECTIVES

- By the end of the course, delegates will:
- Be able to plan a briefing or a presentation
- Be able to conduct a briefing or a presentation
- Be able to evaluate a briefing or a presentation
- Be able to identify areas of improvement within their briefings/presentations

COURSE DURATION: 1 Day Course

Equivalent to ILM Level 3 unit
Value of 3 credits

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COURSE CONTENTS

Identify appropriate information in line with the objectives of the briefing or presentation

Prepare a plan for the content of the briefing or the presentation –
How to plan and prepare effectively

Methods such as tables, graphs and diagrams

Learn presentation techniques and aids to enhance understanding of the topic within the briefing or presentation

Understand how to present information clearly and logically

Understand how to present information within agreed time limits

Respond to questions raised accurately and clearly

Design an evaluation for to gather feedback on the briefing or presentation

Use feedback to check understanding and identify areas for improvement in presentation skills

Personal Development Action Plan

Throughout this course there will be a number of practical exercises carried out which will enable delegates to put into practice most of the theory covered

