



Presentation Skills for the Workplace

Presented by the Communication Management Division,
University of Pretoria

Good presentation skills are a sought-after competency in the modern workplace. Our highly interactive, participative **Presentation Skills for the Workplace** short course provides delegates with the necessary knowledge and skills to become effective in delivering presentations of a varied nature. In addition to being more competent in the art and skill of delivering presentations, delegates also improve their communication skills and inter-personal skills as well as the technical skills required to compile effective presentations.

Course content

- Communication (principles, habits and dynamics)
- Presentation skills (dynamics of presenting; nature of different types of presentations, preparing an excellent presentation, excellent delivery of a presentation)
- Evaluating the presentation (determining success/failure, utilisation of feedback)

Learning outcomes

After successfully completing this course, you should be able to

- communicate and interact more effectively
- understand the nature and dynamics of various types of presentations
- effectively prepare presentations
- deliver presentations effectively, and
- evaluate the impact and success of presentations.

Who should enrol?

The course is ideal for individuals who wish to enhance their presentation skills as part of their personal and career development.

Course fees

R2 750.00 per delegate (VAT incl.)

Course fees include all course material, refreshments and other materials.

Course fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to enrolments@enterprises.up.ac.za.

Admission requirements

Prospective delegates must at least have a National Senior Certificate.

Accreditation and certification

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Registration and enquiries

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Shifting knowledge to insight

