

Short Course: Presentation Skills

(3 days)

Target Audience:

All knowledge workers: Analysts, researchers, investigators, managers and consultants who need to communicate their research findings.

NQF Level 4
Fees: R5000 (ex VAT)
Open courses for 2009:
11-13 March
3-5 June
22-24 July
16-18 September
4-6 November

Aim of course

Conveying complex information in a knowledge era context is vastly different from sales pitches, motivation speeches etc. Presentations and briefings in the fast-paced intelligence and decision-making world require an ability to grasp the essentials and provide the client with facts, well-reasoned arguments and thorough forward-looking recommendations. In this course, you will be taught not only *what* to say, but also *how* to say it in a convincing, professional manner.

Course Outcome:

The learner should be able to:

- Plan and prepare for presentations:
- Deliver presentations utilising key presentation skills
- Review presentations in terms of effectiveness

Certification:

4Knowledge Certificate of attendance at end of course and Stellenbosch University Certificate of Competence at successful completion of the final presentation.

