



PRESENT INFORMATION IN A PUBLIC SETTING

Unit Standard: 13925



Course Information



Programme Approval no: PA/00/2018/07/0026
Media, Information and Communication Technologies
Sector Education and Training Authority
Accelerating quality skills towards an information savvy society

Qualification Title

National Certificate: Information
Technology (Systems Development)

Course Title

Present Information in a Public Setting

Course Level

5

Course Credits

5

Course Duration

Three days

Cost of Course

R 2 800,00 per delegate (excluding 15%
VAT)

Course Overview

The Unit Standard allows one to confidently conduct a presentation in various settings ranging from a corporate wellness program to a lecture, an informal discussion or a sports team.

Systems Development

Who Should Attend?	This course is for anyone interested in the field of system development and computer architecture concepts.
Course Objectives	- Research and plan the content of the presentation in relation to the target audience. - Prepare and organize presentation material. - Apply technical presentation techniques with or without technical equipment. - Display optimal presentation skills. - Perform self-monitoring and adapt the presentation. - Determine and measure the outcome of the presentation.
Benefits	Benefits of this course include learning to: - Research and plan the content of the presentation in relation to the target audience. - Perform self-monitoring and adapt the presentation. - Determine and measure the outcome of the presentation. - Apply technical presentation techniques with or without technical equipment. - Prepare and organize presentation material. - Display optimal presentation skills. - Perform self-monitoring and adapt the presentation.

Course Content

Course Modules	Course modules include: 1. Operation of technical equipment. 2. Appropriate software programs. 3. Content knowledge specific to the presentation. 4. Public speaking skills. 5. Facilitation skills. 6. Research skills referring to content, environment, audience. 7. Ability to structure and adapt presentation according to the characteristics and needs of the audience. 8. Cultural considerations. 9. Self-organisation skills. 10. Factors of and ways of overcoming fear of public speaking. 11. Techniques to deal with own anxiety.
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	12. Techniques to research the environment.
Certification and Assessments	All delegates who complete the summative assessment will be assessed, moderated, and receive a SOR (Statement of Results). Thereafter a Certificate of Competence from WWiSE (or SETA for qualifications) will be issued.

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.