Presentation and Public Speaking Skills

Applying for this course:

Individuals who completed compulsory schooling up to 65 years of age may apply for this course. Individuals should be able to use a computer and a mobile phone. For further information, kindly contact us on qa.jobsplus@gov.mt. stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birżebbuġa, Ħal Far BBG3000

Course Duration

This course is of 30 hours duration and consists of one Module

General pedagogical guidelines and procedures for this course:

The delivery of this Course will be mainly held through a series of discussions, class work exercises and hands-on training. These will enable learners to practice and consolidate the classroom training. The trainer will also be holding lessons with the learners which will consist of various presentations, including demonstrations.

General assessment policy and procedures for this course:

The Learner will be assessed through a series of ongoing assessments such as orals, practical exercises and role-plays. At the end of the module, the learners will deliver a short presentation to highlight the skills learnt throughout the whole module.

- ✓ Understand the main theories and the different models of communication

- ✓ Understand the importance and benefits of effective verbal and non-verbal communication (need to include things such as attire, gestures, facial expressions, etc)

- ✓ Project confidence with the audience

- ✓ Understand the importance of keeping eye-contact with the audience

- ✓ Identify the importance of the choice of words in speeches

- ✓ Identify the importance of writing, speaking and presenting in a way that the audience remembers the message

- ✓ Plan, design and implement oral communication strategies depending on the audience

- ✓ Prepare effective speeches and presentations

- ✓ Understand the importance of visual aids

- ✓ Evaluate speeches and presentations

- ✓ Establish a high standard of practical techniques when dealing with a difficult or with sensitive subject

- ✓ Speak effectively in challenging/sensitive situations or instances where one does not have an answer for a specific question or comment

- ✓ Demonstrate quick decision-making skills and excellent judgemental skills factoring "live" feedback received from the audience, even when this is not expected or planned

- ✓ Identify the different types of delivery and context where delivery takes place (in class, online, during a meeting, large scale conference, etc)

- ✓ Understand the importance of practicing and rehearsing a presentation/speech

- ✓ Identify and apply the different leadership skills (taking the lead when in front of an audience, act as mentor during discussions, etc)

- ✓ Deal and overcome anxiety

- ✓ Apply different techniques to keep audience's interest or attention

- ✓ Make effective use of the space around you (being on stage and with a moving microphone)

- ✓ Understand the limitations of delivering online presentations and learn about different tools that may be used to interact with the participants

Module Assessment: The assessment will be as follows:

Each learner will be assessed through ongoing assessments throughout the whole course, which will take into consideration the learner's classroom participation.

Each learner will deliver a 10-minute presentation, in order to be assessed on his/her competence. The topic of the presentation will be chosen beforehand in agreement with the Trainer. This will have a total of 60% of the global mark.