

## 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 [ga.jobsplus@gov.mt](mailto:ga.jobsplus@gov.mt), stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience.

### 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.

### Module 1 Learning Outcomes- **Presentation and Public Speaking Skills**

<ul style="list-style-type: none"> <li>✓ Understand the main theories and the different models of communication</li> <li>✓ Understand the importance and benefits of effective verbal and non-verbal communication (need to include things such as attire, gestures, facial expressions, etc)</li> <li>✓ Project confidence with the audience</li> <li>✓ Understand the importance of keeping eye-contact with the audience</li> <li>✓ Identify the importance of the choice of words in speeches</li> <li>✓ Identify the importance of writing, speaking and presenting in a way that the audience remembers the message</li> <li>✓ Plan, design and implement oral communication strategies depending on the audience</li> <li>✓ Prepare effective speeches and presentations</li> <li>✓ Understand the importance of visual aids</li> <li>✓ Evaluate speeches and presentations</li> <li>✓ Establish a high standard of practical techniques when dealing with a difficult or with sensitive subject</li> </ul>	<ul style="list-style-type: none"> <li>✓ Speak effectively in challenging/sensitive situations or instances where one does not have an answer for a specific question or comment</li> <li>✓ Demonstrate quick decision-making skills and excellent judgemental skills factoring “live” feedback received from the audience, even when this is not expected or planned</li> <li>✓ Identify the different types of delivery and context where delivery takes place (in class, online, during a meeting, large scale conference, etc)</li> <li>✓ Understand the importance of practicing and rehearsing a presentation/speech</li> <li>✓ Identify and apply the different leadership skills (taking the lead when in front of an audience, act as mentor during discussions, etc)</li> <li>✓ Deal and overcome anxiety</li> <li>✓ Apply different techniques to keep audience's interest or attention</li> <li>✓ Make effective use of the space around you (being on stage and with a moving microphone)</li> <li>✓ Understand the limitations of delivering online presentations and learn about different tools that may be used to interact with the participants</li> </ul>
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**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.