

Unit 312 Make a presentation

Unit Summary

Present information to an audience and deal with their questions.

Skills

You will apply the following skills:

- Negotiating
- Researching
- Summarising
- Planning
- Organising
- Writing
- Communicating to groups
- Managing time
- Using technology
- Evaluating

Performance indicators

You will:

Before the presentation

1. Agree the purpose, content, style and timing of the presentation
2. Research and plan the presentation
3. Choose equipment and plan how to use the equipment's features to best effect
4. Prepare the presentation to achieve its purpose
5. Obtain feedback on the presentation
6. Practise and time the presentation
7. Produce presentation handouts

At the presentation

8. Check equipment and resources
9. Circulate presentation handouts and materials
10. Address the audience by speaking clearly and confidently
11. Make the presentation and summarise your key points
12. Use the equipment effectively, dealing with any problems that may occur

13. Provide the audience with the opportunity to ask questions
14. Respond to questions in a way that meets the audience's needs

After the presentation

15. Collect feedback on the presentation
16. Evaluate the presentation and identify changes that will improve the presentation

Knowledge

You will know:

1. The advantages and disadvantages of using presentations to provide information
2. Different ways of making presentations and their features
3. Why it is important to agree the purpose, content, style and timing of presentations before planning and preparation
4. How to prepare presentations so they are attractive, interesting, concise and informative
5. Why it is important to practise presentations and how to do so
6. Why it may be important to get feedback on your prepared presentation
7. How handouts can complement presentations
8. The types of equipment used for presentations and their features
9. Why it is important to check equipment in advance
10. How to use equipment to make presentations
11. The types of problems that may occur with presentation equipment and how to deal with these
12. Why it is important to speak clearly and convey the main points of a presentation and how to gauge whether you are doing so
13. Why it is important to summarise your points
14. Why it is important to give opportunities to the audience to ask questions

Evidence Requirements

This section is aimed at the assessor and sets out the evidence requirements for this unit.

1. Evidence for this unit is generated when your candidate is carrying out real work in a private sector organisation, not-for-profit organisation or public service organisation whether full-time or part-time, paid or voluntary.
2. A Realistic Working Environment or Simulation is not allowed for this unit.
3. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.

4. You may use the following assessment methods when assessing this unit:

Performance evidence	Observation	Yes
	Examination of work products	Yes
Supplementary evidence	Witness testimony	Yes
	Questions *	Yes

* This includes verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

5. Your candidate needs to show that they:

Prepare the presentation. Evidence may include:

- Aims, objectives and timings
- Presentation plans and specifications including resources
- Research analysis
- Presentation notes
- Presentation slides (including powerpoint)
- Overhead transparencies, flipchart and records
- Handouts
- Rehearsal (video recording)
- Feedback records
- Minutes of 1-1 meetings

Give the presentation. Evidence may include:

- Presentation slides including overhead transparencies, flipchart and handouts
- Video recording

Evaluate the presentation. Evidence may include:

- Feedback reports
- Evaluation reports
- Action plans
- Personal development plans
- Continuous professional development records
- Minutes of 1-1 meetings

6. Contingencies

Performance Indicator 5 & 15	If no feedback is necessary during the assessment period, professional discussion or dedicated tasks may be used to confirm competence
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7. Evidence generated for this unit may contribute towards Unit 301:

- Communicate information
- Plan and be accountable for your work
- Improve your own performance
- Behave in a way that supports effective working

and Unit 302

- Work to achieve your organisation's purpose and values
- Support sustainability
- Support diversity
- Maintain security and confidentiality
- Assess and manage risk