



**BUSINESS SOLUTIONS - ESSENTIAL BUSINESS SKILLS**  
**CAREER DEVELOPMENT SHORT LEARNING PROGRAMME: PRESENTATION SURVIVAL SCHOOL**

**ALIGNED TO SAQA UNIT STANDARD ID: 242840 - MAKE ORAL PRESENTATIONS**

**Duration:**  
**2 DAY PROGRAMME**

A great presenter has two unique qualities - appropriate skills and personal confidence. This confidence comes from knowing what you want to say, and being comfortable with your communication skills. In this programme, you will master the skills that will make you a better speaker and presenter.

**Programme overview:**

- Use verbal/oral communication skills to make an effective presentation
- Use non-verbal communication effectively to reach audience
- Use and maintain a good poise during a presentation
- Handle questions and overcome any objections effectively

**The following are included in the Course Fee:**

Tuition, student support and research supervision, any assessments that may be completed	
Meals	
Certificate of attendance	
<b>TOTAL</b>	<b>R 2500.00</b>

.....  
I, (student/payment sponsor), acknowledge that I understand the information stated in this document.

Date: .....

Signature: .....

**This Information Sheet forms part of your enrolment contract**

*The content of this information sheet is subject to change without notice due to legislation, market requirements or any other reason. ELMI reserves the right to change the programme subject matter without notice.*

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QCTO Accreditation:  
Skills Development Provider  
Accreditation no:  
QCTO NATED/14/0062

