

BUSINESS SOLUTIONS - ESSENTIAL BUSINESS SKILLS

CAREER DEVELOPMENT SHORT LEARNING PROGRAMME: PUBLIC SPEAKING – CONQUERING YOUR FEAR

ALIGNED TO SAQA UNIT STANDARD ID: 119472 - ACCOMMODATE AUDIENCE AND CONTEXT NEEDS IN ORAL/SIGNED COMMUNICATION

**Duration:
1 DAY PROGRAMME**

If you’re new to giving speeches, this how-to workshop will help you hone your skills. Get quick and easy tips for how to prepare and present an award, use visual aids and props and incorporate body language into your presentations. With time and practice, you’re sure to see improvement in your ability to communicate and an increase in your confidence as well.

Programme overview:

- Interact successfully in oral/signed communication
- Use strategies that capture and retain the interest of an audience
- Identify and respond to manipulative use of language

The following are included in the Course Fee:

Tuition, student support and research supervision, any assessments that may be completed	
Meals	
Certificate of attendance	
TOTAL	R 1250.00

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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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