



SCOPE TRAINING

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TAESS00014- Enterprise Trainer- Presenting Skill Set

Units of Competency

BSBCMM401- Make a presentation

TAEDEL301- Provide work skill instruction

Learning Outcomes

- i. Candidates will be able to plan, deliver and review a presentation.
- ii. Candidates will be able to identify the key features of an effective presentation.
- iii. Candidates will be able to identify the characteristics of a safe and positive learning environment.
- iv. Candidates will be able to identify delivery and training techniques and methods.
- v. Candidates will be able to organise, conduct and review personal training performance.
- vi. Candidates will be able to identify interpersonal skills required to create an effective learning environment.

Session Plan

| Time | Topics/Activity |
|---------------|---|
| 9am-10:15am | What is effective training? |
| 10:15-10:30am | Morning Tea break |
| 10:30am-11am | What is an effective presentation? |
| 11am-12:15pm | Activity: Positive and negative presentation characteristics |
| 12:15-12:45pm | Lunch |
| 12:45-1:45pm | Learning methods and techniques for different audiences |
| 1:45pm-2:45pm | Activity: Case study |
| 2:45pm-3:00pm | Afternoon Tea break |
| 3pm-4:30pm | Training delivery methods in practice Assessment overview Lessons learnt and conclusion |

After the session

After the workshop, candidates will have access to the online learning material and online assessments. They will also be assigned a training consultant for ongoing support.

Organisational Customisation

Scope Training always tailor their training to the needs of the organisation. As such, case studies and policies from the organisation are implemented into the course to ensure the training provided is relevant to the learners needs.