

## DW12: Making effective presentations

*This unit is tailored from the National Occupational Standards for Learning and Development (ENTO/LLUK) where it appears as Unit L10*

OVERVIEW	PERFORMANCE CRITERIA
<p><b>This unit is appropriate for you if your role involves:</b></p> <ul style="list-style-type: none"><li>• making effective presentations</li></ul>	<p>You must be able to:</p> <p><b>Give presentations to groups</b></p> <ol style="list-style-type: none"><li>1. Take account of the size and different needs of the people in the audience when deciding on how to deliver the presentation.</li><li>2. Present information in a tone, manner and at a speed which is appropriate to the needs and capabilities of the audience.</li><li>3. Use visual aids and technology which support the information you are presenting</li><li>4. Encourage participants to ask questions and get explanations at appropriate stages in the presentation.</li><li>5. Give clear and accurate information to reinforce points in the presentation.</li><li>6. Reduce distractions and disruptions as much as possible.</li><li>7. Obtain feedback on presentations and use this to inform future developments</li></ol>

KNOWLEDGE AND UNDERSTANDING
<p>You need to know and understand the following:</p> <ol style="list-style-type: none"><li>A. when it is appropriate to provide information using presentations</li><li>B. how to choose from a range of presentation techniques</li><li>C. how to put information in order and decide whether the language you will be using is appropriate for the audience</li><li>D. how to structure presentations and activities</li><li>E. how to use technology effectively</li><li>F. how to engage an audience</li><li>G. how to check audience understanding</li><li>H. how to choose and prepare appropriate visual aids and technology</li><li>I. how to use appropriate forms of questioning during presentations</li><li>J. the relevant national, local, professional, and organisational requirements are that relate to equal opportunities, discrimination, health and safety, security, confidentiality, and data protection</li><li>K. How to gather and use feedback on presentations to inform developments</li></ol>