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### Overview

This standard covers the competences you need to make presentations in the workplace for life sciences or related industries, in accordance with approved procedures and practices. You will be expected to identify and use relevant understanding, methods and skills to complete tasks and address problems that, whilst well defined, may be complex and non-routine. You will be expected to initiate and complete tasks and procedures as well as exercise autonomy and judgement within limited parameters and report any problems with the activities, materials or equipment that you cannot personally resolve. You will also be aware of different perspectives or approaches used within the workplace. You will use appropriate investigation to inform actions and review how effective these methods have been.

You will take responsibility for supervising or guiding others and for the quality and accuracy of the work that you carry out. You will work to instructions, with a minimum of supervision, either on your own or as part of a team.

Your underpinning knowledge will enable you to use factual, procedural and theoretical understanding and interpret and evaluate relevant workplace information and ideas.

Who this standard is for

This standard is recommended for senior laboratory staff.

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**Performance**

**criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures
  - P2 establish the scope and purpose of the presentation to be delivered
  - P3 determine the resources needed to deliver the presentation
  - P4 determine quality, cost and delivery issues
  - P5 present the data in an appropriate format and structure for the audience
  - P6 obtain appropriate equipment, facilities and resources, and verify its fitness for purpose
  - P7 ensure the venue and equipment are suitable and in good order for the presentation
  - P8 deliver the prepared presentation in the correct media for the audience
  - P9 ensure that the audience has the appropriate post-presentation media to support the presentation
  - P10 communicate the required information about the work done, to authorised people, in accordance with departmental and organisational procedures

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**Knowledge and understanding**

**You need to know and understand:**

- K1 the health and safety requirements of the area in which you are carrying out the activities
- K2 the techniques and processes you must use correctly in the workplace
- K3 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K4 the different types of audience and their scientific or similar information needs
- K5 how to gather relevant and accurate information, resources and materials for the presentation
- K6 the purpose of the presentation and the key messages to be delivered
- K7 how to ensure the content of the presentation is balanced and accurate
- K8 the time available to make presentations
- K9 the advantages and disadvantages of different methods of presentation delivery
- K10 how to use the presentation equipment correctly
- K11 the questions you might expect to receive as a result of the presentation
- K12 how to judge the effectiveness of the presentation
- K13 factors that can affect or influence the impact of a presentation (such as room configuration, audio-visual systems, dress code)
- K14 the reasons why effective communication is important and the methods used for communicating effectively

## COGLS309(SQA Unit Code- H6G9 04)

Make presentations in the work place for life sciences and related industries



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