

SFHGEN18 - SQA Code HD3M 04

Give presentations to groups



Overview

This standard is about giving presentations to groups. The groups could be colleagues or support groups or others in the community requiring information about a topic that is within your area of work. The activities that might be relevant to this standard include: identifying individual needs and learning styles; choosing appropriate presentation techniques; structuring presentations; and adapting presentations to take account of technology-based learning.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

- You must be able to:*
- P1 take account of the size and different needs of the individuals in the group when deciding on how to deliver the presentation
 - P2 present information in a tone, manner and at a speed which is appropriate to the needs and capabilities of the individuals
 - P3 recognise and respond to individual needs and learning styles
 - P4 use visual aids that support the information being presented and use technology-based learning if it is available
 - P5 encourage individuals to ask questions and get explanations at appropriate stages in the presentation
 - P6 give clear and accurate information to reinforce learning points in the presentation
 - P7 reduce distractions and disruptions as much as possible

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Knowledge and understanding

You need to know and understand:

- K1 the current European and National legislation, national guidelines, organisational policies and protocols in accordance with Clinical/Corporate Governance which affect your work practice in relation to giving presentations to groups
- K2 your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and Clinical/Corporate Governance
- K3 the duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer
- K4 the types of learning which are best achieved and supported through presentations
- K5 the separate areas of presentations which encourage learning
- K6 how to make sure everybody acts in line with health, safety and environmental protection legislation and best practice
- K7 how to put individuals at their ease and encourage them to take part
- K8 how to check individuals' understanding and progress
- K9 how to choose and prepare appropriate visual aids
- K10 how to choose from a range of presentation techniques
- K11 how to put information in order and decide whether the language you will be using is appropriate for the individual
- K12 how to adapt presentations and activities to support learning
- K13 how to identify and use different learning opportunities
- K14 how to structure presentations and activities
- K15 which factors are likely to prevent learning and how to overcome them
- K16 how to identify and evaluate changes and developments in technology and e-learning and whether they are relevant to delivering learning and development
- K17 how to use appropriate forms of questioning during presentations
- K18 how to evaluate developments in education, training and qualifications which have a direct effect on the design of learning materials
- K19 how to analyse and use developments in learning and new ways of delivery, including technology-based learning

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: G1 Learning and development

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	