



## Overview

### **This unit is appropriate for you if your role involves:**

- making effective presentations
- producing follow-up activities after presentations

### **The activities you are likely to be involved in:**

- identifying individual needs and learning styles
- choosing appropriate presentation techniques
- structuring presentations
- adapting presentations to take account of technology-based learning

### **What the unit covers:**

- 1 giving presentations to groups
- 2 producing follow-up exercises



### Element L10.1: Give presentations to groups

#### Performance criteria

You must be able to do the following:

- a Take account of the size and different needs of the people in the group when deciding on how to deliver the presentation.
- b Present information in a tone, manner and at a speed which is appropriate to the needs and capabilities of the learner.
- c Recognise and respond to individual needs and learning styles.
- d Use visual aids which support the information you are presenting and use technology-based learning if it is available.
- e Encourage learners to ask questions and get explanations at appropriate stages in the presentation.
- f Give clear and accurate information to reinforce learning points in the presentation.
- g Reduce distractions and disruptions as much as possible.

### Element L10.2: Produce follow-up exercises

#### Performance criteria

You must be able to do the following:

- a Choose exercises and activities which will reinforce the main areas of the presentation.
- b Ensure group members understand the aims and expected outcomes of the exercises and activities.
- c Give clear guidance and instructions on how to take part in the exercises and activities.
- d Ensure that the manner, level and speed of communication throughout the process encourages the learner to take part and understand.
- e Get involved in the exercises and activities to make sure they are effective.
- f Give learners positive feedback on the process and learning outcomes.



### Knowledge requirements

You need the following knowledge to perform this Unit of Competence. You will show this through the outcome of your work activities and through evaluations of your systems and processes.

You need to be able to show that you have general knowledge and understanding of the following:

#### The nature and role of presentations

- 1 which types of learning are best achieved and supported through presentations
- 2 the separate areas of exercises and activities which encourage learning
- 3 how to choose from a range of presentation techniques
- 4 how to put information in order and decide whether the language you will be using is appropriate for the learners
- 5 how to adapt presentations and activities to support learning
- 6 how to identify and use different learning opportunities
- 7 how to structure presentations and activities

#### Principles and concepts

- 8 how to put learners at their ease and encourage them to take part
- 9 how to choose appropriate activities
- 10 which factors are likely to prevent learning and how to overcome them
- 11 how to check learners' understanding and progress
- 12 how to choose and prepare appropriate visual aids
- 13 how to identify and evaluate changes and developments in technology and e-learning and whether they are relevant to delivering learning and development
- 14 how to use appropriate forms of questioning during presentations
- 15 the separate areas of presentations which encourage learning
- 16 how to choose from a range of exercises and activities

#### External factors influencing the learning environment

- 17 how to make sure everybody acts in line with health, safety and environmental protection legislation and best practice
- 18 how to evaluate developments in education, training and qualifications which have a direct effect on the design of learning materials
- 19 how to analyse and use developments in learning and new ways of delivery, including technology-based learning