

COGPACK49 - SQA Unit Code HA8Y 04

Make presentations



Overview

This unit deals with the following:

- 1 Prepare presentations
- 2 Deliver presentations

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Previous Version

Unit 4.20 SEMTA National Occupational Standards in Packaging (STM4)
taken from unit 36 National Occupational Standards in Bioscience

COGPACK49- SQA Unit Code HA8Y 04

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Performance criteria

You must be able to:

- P1 confirm the purpose and objectives of the presentation
- P2 base your presentation on relevant and accurate information
- P3 tailor the information to fit the timescale of the presentation
- P4 plan the presentation in a logical and structured way
- P5 prepare the content of the presentation to meet the needs of the target audience
- P6 rehearse your presentation and amend it if required
- P7 prepare appropriate supporting materials
- P8 prepare answers to anticipated questions
- P9 take any relevant factors into account that may affect the presentation
- P10 check that the equipment has been set up correctly
- P11 deliver the presentation in a logical and structured way
- P12 present your message persuasively, capturing and retaining your audience's attention by the quality of your delivery
- P13 ensure that the presentation contains a clear and concise introduction and summary, and make recommendations where appropriate
- P14 ensure that the delivery of the presentation meets the brief
- P15 use the equipment correctly, enabling a fluent delivery
- P16 deal with questions appropriately
- P17 work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines

COGPACK49 - SQA Unit Code HA8Y 04

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Knowledge and understanding

You need to know and understand:

- K1 who is your audience and their needs
- K2 the purpose of the presentation and your key messages
- K3 the time available to make your presentation
- K4 the time available to prepare the presentation
- K5 what constitutes relevant and accurate information
- K6 how to ensure the content of the presentation will meet the needs of the target audience
- K7 different methods of presentation and their respective advantages and disadvantages
- K8 what materials are appropriate to support the presentation (e.g. handouts, samples etc.)
- K9 how to use the equipment
- K10 best practice in preparing and giving presentations
- K11 the questions you might expect to receive as a result of the presentation
- K12 any other factors that may be relevant (e.g. room configuration, audio-visual systems (including microphones), dress code etc.)
- K13 the advantages and disadvantages of your chosen method of delivery
- K14 any health and safety considerations to be taken into account

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Glossary

Audiences

Small groups, large groups

Medium

Written, verbal, using visual aids

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Developed by	Cogent
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Date approved	June 2009
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Originating organisation	SEMTA
Original URN	STM4
Relevant occupations	Engineering and manufacturing technology; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives
Suite	Packaging
Key words	presentations, prepare, deliver, audience, visual aids, groups, key messages