



Open University of Mauritius

Employability Skills Programme with video support

Course Title: Presentation Skills - OUs 005

Course materials: 4 videos (1DVD) and 1 manual, including exercises for practice

Course Duration: 5 months **Language:** English

Registration: online: www.open.ac.mu

Admission Office, Open University of Mauritius, Réduit.

Tel: 403 8200 Contact: admission1@open.ac.mu

- ❖ Try to become a good speaker, build up your confidence in facing different target audiences and break the fear in presentation delivery. Build up your confidence by learning and applying the different **Techniques of Presentation** in formal and informal situations.

➤ **For Whom?**

School Leavers, university students, professionals in different sectors, staff operating at middle & top management levels, Educators, Teachers, Lecturers, Interviewers, Speakers, Team leaders, etc.

❖ **Contents:**

1. **GROOMING**
2. **EFFECTIVE PRESENTATION**
3. **USE OF VISUAL AIDS IN PRESENTATION**
4. **STRESS/ ANXIETY MANAGEMENT**

❖ **Objectives:**

To help learners to:

- Deliver the best presentation with effective communication
- Understand the Audience Profile and adjust the presentation to their expectations
- Understand the structure and flow of an effective presentation before an audience which includes preparation/ planning, audience analysis, grooming, language slang/pronunciation, presentation tools, among others.
- Make the proper use of appropriate Body Language and stress management techniques.
- Use appropriate Visual Aids during delivery and adopt the correct time management.

Break the fear in presentation delivery, feel more confident and become the best speaker.

❖ **Evaluation/Certification - 2 options:**

✚ self-learning, **non-examinable without certificate**

✚ **Examinable**, ODL with 1 Tutorial and Individual Assessment **with certificate.**

➤ **More details:**

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