

Registration Card

Please complete and return as soon as possible to:

Ms P Gokool
T² Training Centre
KwaZulu-Natal Department of Transport
P O. Box 4094
Willowton Hub
PIETERMARITZBURG 3200
Tel: (033) 397 9508
Fax: (033) 397 9585

Email: Pamela.Gokool@kzntransport.gov.za

Surname: _____

First Name: _____ Title: _____

Organisation: _____

Postal address: _____

Postal code: _____

Tel: _____

Fax: _____

E-mail: _____

CCM Signature: _____

Director's Signature: _____

Enquiries:

Ms P Gokool
Tel: (033) 397 9508
Fax: (033) 397 9585
Email: Pamela.Gokool@kzntransport.gov.za

Payment

Delegates from organizations other than KwaZulu-Natal Department of Transport must pay the R 500 course fees by cash or cheque.

Cheques should be made out to:

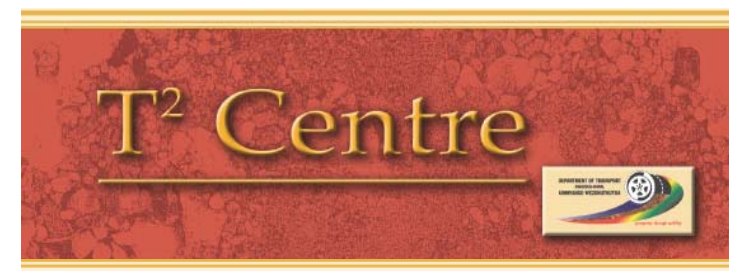
KwaZulu-Natal Provincial Government-Transport

and mailed to:

Mrs D Naidoo
Technology Transfer Centre
KwaZulu-Natal Department of Transport
Private Bag X9043
PIETERMARITZBURG 3200

Cancellation

Delegates may be substituted, but no refunds will be made for cancellations.



Presentation Skills for Managers

T² Training Centre
Mountain Rise

Announcement
and
Registration

Background

Most managers are often called upon to deliver oral presentations in one form or another to their own staff and even an external audience. Because of lack of appropriate presentation skills, the majority of such presentations tend to be inadequate, both in content and delivery. This not only reflects poorly on the department but also results in poor communication of the message being delivered.

Effective oral communication is an important but often overlooked skill. It does not feature significantly in the curriculum of most schools and tertiary institutions. It is not uncommon for managers to be faced with the daunting task of preparing for a presentation without the benefit of any prior knowledge or instruction of the subject.

The T2 Training Centre has developed this half a day course as an introductory guide and general reference for use by managers and other members of staff when preparing and delivering a presentation.

Objectives

The objectives of the course are:

- To provide guidelines and tips on the planning and preparation of oral presentations;
- To provide guidelines and tips on the delivery of oral presentations; and
- To provide guidelines and suggestions on the design and preparation of slides or visual aids that improve the effectiveness of presentations.

Target audience

KwaZulu-Natal Department of Transport members of staff in managerial positions that are often called upon to make oral presentations. Assistant directors and above are likely to be in this category. Also in this category are staff members involved training in one form or another.

Date and venue

The course can be arranged with the contact people and will be held at the KwaZulu Natal Department of Transport's T2 Training Centre, Woodlands Road, Mountain Rise, Pietermaritzburg.

Course arrangements

The course applicants will be responsible for transport and accommodation. All applications must be approved by the Cost Centre Manager and Regional Director or Director.

Facilitators

Dr. Simon Oloo
Mrs Janet Blunt

Fees

The course is free for KwaZulu-Natal Department of Transport employees. Delegates from other organisations must pay R 500 to cover course attendance, presentations, teas and luncheons.

Programme

The course will be run between 0900 am and 12:00 noon on two separate days. The following programme is planned:

DAY 1

Guide to Effective Presentations

- Initial Planning
- Collecting, Organizing and Presenting Material
- Practicing the Presentation
- Delivering the Presentation
- Handling questions

Slide Preparation Guidelines

Guidelines and tips on how to prepare slides to improve the effectiveness of the presentation are presented in the second part of the course.

DAY 2

Practical Assignment

Course attendees will be required to go back to their respective workplaces and prepare a 10 minute presentation on a subject of their choice. A separate morning will be set aside for each attendee to present and for his/her presentation to be critiqued by the rest of the class. This date will be set at the workshop.