**Make A Presentation**

Unit of Competency – BSBCMM401

Performance Evidence

**Workplace Assessment 1 of 2**

**Declaration of Authenticity**

I hereby declare that all the work contained in this workbook was produced by me, except where another person’s work has been referenced.

**Name:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

*Please scan and upload this page as part of your assessment.*

**Workplace Assessment 1 – Leadership Presentation**

**In the Workplace:**

To complete this assessment you will need to prepare, deliver and review a 5-minute presentation titled ‘**Leadership’**.

You will need to present this to at least 3 colleagues/ friends. *Visual aids are not required for this presentation.*

**There are 2 Parts to this assessment**.

Part 1 is to be completed after finishing Topic 1 “Prepare a Presentation” and

Part 2 is to be completed after finishing Topic 2 “Deliver a Presentation”.

**Part 1 - Prepare a Presentation**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the first topic  *‘Prepare a Presentation’.* You have also been introduced to the SOSOR Model.

At this point, please go ahead and prepare your Leadership Presentation on pages 3, 4 & 5 of this workbook. *Please note you are not required to deliver this presentation until you have completed Topic 2 (Deliver a Presentation) of this Unit.*

**Make A Presentation**

**Leadership Presentation**

It is now time to construct a full presentation on Leadership. You will then present to your colleagues and gain feedback. Prior to commencing preparation, complete the checklist below. This will help to make your presentation more relevant and ensure better outcomes.

Presentation Checklist

|  |  |
| --- | --- |
| **Checklist** | **Actions** |
| **Who is your audience?** |  |
| **What are some of the key characteristics of your audience?** (eg. Age, cultural, educational, gender, language, physical ability and experience with the topic). |  |
| **What visual aids and materials will you use in your presentation?** |  |
| **What examples will you use to illustrate your key points?** |  |
| **What persuasive communication techniques will you use?** |  |
| **How will you build rapport and make your presentation fun and interactive?** |  |
| **How will you give participants opportunities to seek clarification of central concepts during or after the presentation?** |  |

**Leadership Presentation**

**INTRODUCTION**

Hello, my name is…

I am here today to talk about (topic)…

**SELF**

My background is…

Before we start, I would like to ask…

**OTHERS**

Today I would like to talk about…

**SCENE (4 dot points)**

\*

\*

\*

\*

My OBJECTIVE today is…

As a RESULT of this you will be able to…

THE BODY

Point 1

\*

\*

\*

Point 2

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\*

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Point 3

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\*

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Point 4

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In CONCLUSION today we have covered…

**Scene:**

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\*

\*

\*

As a RESULT you will be able to…

*Please note you are not required to deliver this presentation until you have completed Topic 2 (Deliver a Presentation) of this Unit.*

*Please return online and continue with Topic 2 – Deliver a Presentation.*

**Part 2 – Deliver a Presentation**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the second topic *‘Deliver a Presentation’* .

Please now prepare the venue for the presentation, deliver the presentation to a group of 3 colleagues or friends and then collect their feedback on the **Audience Member Evaluation** forms provided on pages 7,8 & 9 of this workbook.

Please also complete your own **Student Evaluation** of the presentation on page 10.

**Audience Member 1 - Presentation Evaluation**

**TO BE COMPLETED BY EACH AUDIENCE MEMBER AFTER THE PRESENTATION HAS BEEN DELIVERED**

As an audience member how would you rate the students presentation? Make general comments for improving each of the areas below.

|  |
| --- |
| **Preparation – Were they prepared ? This includes the presentation itself and also the venue and any equipment required.** |
| **Content – Was the content clear and accurate ?** |
| **Delivery – This includes tone of voice, body language and eye contact.** |
| **Engagement – Was the presentation engaging ? What methods did they use to gain engagement ?** |
| **Visual Aids - Were visual aids used ? Provide feedback on these.** |
| **Presentation objective – Was this clear and did the student meet their objective ?** |

**Students Name ………………………………………**

**Audience Members Name …………………………. Date: …………….**

**Audience Member 2 - Presentation Evaluation**

**TO BE COMPLETED BY EACH AUDIENCE MEMBER AFTER THE PRESENTATION HAS BEEN DELIVERED**

As an audience member how would you rate the students presentation? Make general comments for improving each of the areas below.

|  |
| --- |
| **Preparation – Were they prepared ? This includes the presentation itself and also the venue and any equipment required.** |
| **Content – Was the content clear and accurate ?** |
| **Delivery – This includes tone of voice, body language and eye contact.** |
| **Engagement – Was the presentation engaging ? What methods did they use to gain engagement ?** |
| **Visual Aids - Were visual aids used ? Provide feedback on these.** |
| **Presentation objective – Was this clear and did the student meet their objective ?** |

**Students Name ………………………………………**

**Audience Members Name …………………………. Date: …………….**

**Audience Member 3 - Presentation Evaluation**

**TO BE COMPLETED BY EACH AUDIENCE MEMBER AFTER THE PRESENTATION HAS BEEN DELIVERED**

As an audience member how would you rate the students presentation? Make general comments for improving each of the areas below.

|  |
| --- |
| **Preparation – Were they prepared ? This includes the presentation itself and also the venue and any equipment required.** |
| **Content – Was the content clear and accurate ?** |
| **Delivery – This includes tone of voice, body language and eye contact.** |
| **Engagement – Was the presentation engaging ? What methods did they use to gain engagement ?** |
| **Visual Aids - Were visual aids used ? Provide feedback on these.** |
| **Presentation objective – Was this clear and did the student meet their objective ?** |

**Students Name ………………………………………**

**Audience Members Name …………………………. Date: …………….**

**Student - Presentation Evaluation**

**TO BE COMPLETED BY THE STUDENT AFTER THE PRESENTATION HAS BEEN DELIVERED**

How would you rate your presentation? Make general comments for improving each of the areas below.

|  |
| --- |
| **Preparation – This includes the venue and any IT equipment and visual aids used.** |
| **Content** |
| **Delivery – This includes tone of voice, body language and eye contact.** |
| **Engagement – What methods did you use to engage the group ? How did they go ?** |
| **Meeting your objective** |
| **Results for the listener** |

**ASSESSMENT INSTRUCTIONS**

*This is the end of Workplace Assessment 1.*

Please keep this document in a safe place as you will be required to submit this along with Workplace Assessment 2 after you complete *Topic 3 – Review the Presentation* online.

Please return online and continue with Topic 3 – Review The Presentation online.

**Grading and Feedback.**

Feedback will be provided for each question through the Online Learning System. You will receive an email notification of feedback being posted.

If there are any required changes you will be given an opportunity to resubmit.

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