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**Make A Presentation**

Unit of Competency – BSBCMM401

Performance Evidence

**Workplace Assessment 2 of 2**

**My BIG Workplace Idea Presentation**

**In the Workplace:**

To complete this assessment you will need to prepare, deliver and review a 10-minute presentation on an idea you would like to implement in your workplace.

Before preparing your presentation you will need to arrange a meeting with your Line Manager to discuss potential topics.

You will need to then present this to your Line Manager and if possible, your team, and collect feedback on your performance. A visual aid will need to be prepared and submitted as part of the assessment.

Post delivery you will need to arrange a second meeting with your Line Manager to discuss presentation feedback, improvement actions and get sign off.

**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 3 “Review the 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 should have also prepared your Leadership Presentation from Workplace Assessment 1.

**Step 1**

At this point, please print off the **Pre Workplace Assessment Sign Off** on page 4 and arrange a meeting with your Line Manager to discuss and confirm a topic for your BIG Workplace Idea Presentation.

Please note, if you are unable to meet with your manager please contact your Proteus Coach (ph: 1300 219 903) to discuss a potential idea,

**Step 2**

From there please prepare your BIG Workplace Idea Presentation by completing pages 5, 6 & 7 of this workbook.

*Please note, you are not required to deliver this presentation until you have completed Topics 2 & 3 (Deliver a Presentation & Review a Presentation) of this Unit.*

**Pre Workplace Assessment Meeting Sign Off**

This template is to help the student structure their meetings with their manager before the commencement of workplace assessments and for feedback afterwards. It should be submitted with the templates at the completion of the Module.

**What to bring:** Blank Workplace Assessment 2

**Meeting Date:**

|  |  |
| --- | --- |
| **Agenda Item** | **Discussion Notes** |
| 1. **Workplace Assessment 2**

**This discussion will determine the topic for the students My BIG Workplace Idea presentation and also record the Managers support.** **Please note: As a 3rd Party Assessor the manager MUST observe the performing the presentation in the workplace or a simulated environment.** | My BIG Workplace Idea  |
| Manager’s Suggestion |
| Confirmed Topic:Date of presentation:Location of presentation: |

**Student Name: Signature:**

**Manager Name: Signature:**

**Make A Presentation**

**My Big Workplace Idea**

It is now time to construct a full presentation on any idea you would like to introduce and implement into your department. You will then present to your team including your Line Manager 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?** |  |

**My BIG Workplace Idea:**

**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)**

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\*

\*

\*

My OBJECTIVE today is…

As a RESULT of this you will be able to…

THE BODY

Point 1

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\*

\*

Point 2

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\*

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Point 3

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\*

\*

Point 4

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\*

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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) and Topic 3 (Review a Presentation) of this Unit.*

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

**Part 2 - Deliver & Review a Presentation**

**ASSESSMENT INSTRUCTIONS**

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

You should have also delivered your Leadership Presentation and completed Workplace Assessment 1.

**Step 1**

At this point, please work your way through the following tasks:

* Prepare **visual aids** to use in your presentation (essential)
* Prepare the **presentation venue**

**Step 2**

Now, **Deliver the presentation** to your Line Manager. Please make sure both your manager and yourself complete the Evaluation Forms on pages 9 and 10.

Please note, if you are unable to meet with your manager there are 3 other options available for sign off:

1. Attend a Proteus Implementation Day to be assessed by a Proteus Coach (ph: 1300 219 903 for further information).
2. Arrange an appointment at a Proteus office to be assessed by a Proteus Coach (ph: 1300 219 903)
3. Send a Video of your presentation to be assessed by your Course Coach to online@proteusleadership.com.

**Step 3**

You are then to meet with your Line Manager to discuss the presentation and the feedback that you have both written down. You will then discuss and agree on what actions you would take to improve and enhance your next presentation. ***Please record this information on the*** ***Post Workplace*** ***Meetings Sign Off sheet (on page 11) and get your Manager to sign off on witnessing your presentation and the evaluation discussion.***

**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** |

**Manager - Presentation Evaluation**

**TO BE COMPLETED BY THE MANAGER 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 ?** |

**Post Workplace Assessment Meeting Sign Off**

**What to bring:** Completed Workplace Assessment 2

Completed Student – Presentation Evaluation

Completed Manager – Presentation Evaluation

**Meeting Date:**

|  |  |
| --- | --- |
| **Agenda Item** | **Discussion Notes** |
| 1. **Presentation feedback**

**Discuss the presentation and information provided by the student and the manager in their presentation evaluation forms. Write a brief summary in the boxes on the right and action items for future presentations below.** | Student – Presentation Evaluation |
|  | Manager – Presentation Evaluation |
|  |  |
| 1. **Action Items**

**Based on feedback from your manager, what changes would you make to your presentation next time**. | 1. |
| 2. |
| 3. |

**Student Name: Signature:**

I confirm that I witnessed the My BIG Workplace Idea presentation by the above student on \_\_\_\_\_\_\_\_\_ and have provided feedback as per above.

**Manager Name: Signature:**

**ASSESSMENT INSTRUCTIONS**

This is the end of Workplace Assessment 2.

Please now go online to the topic menu for ‘Unit 3 - Make a Presentation’ and click on the box **‘Workplace Assessment’** to submit Workplace Assessment 1 and Workplace Assessment 2.

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**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.

Proteus Leadership – 1300 219 903 – online@proteusleadership.com

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