



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Professional Presentation Planning and Delivery

Health Sciences and Social Services / Curative Health

Unit Standard 259357 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to plan, develop, and deliver effective presentations in a professional context. Participants will learn to structure content, use visual aids, and engage audiences to achieve clear communication objectives.

Category	Health Sciences and Social Services
Subfield	Curative Health
Unit Standard	259357
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan a presentation by analyzing the audience, purpose, and context.
- Develop presentation content using logical structure and supporting materials.
- Apply effective verbal and non-verbal communication techniques.
- Design and integrate visual aids to enhance message delivery.
- Deliver a presentation with confidence and handle questions professionally.
- Evaluate the effectiveness of a presentation using feedback.

WHO SHOULD ATTEND

- This course is designed for professionals, managers, and team leaders who need to present information clearly and persuasively in meetings, conferences, or client engagements.

COURSE OUTLINE

Day 1: Foundations of Professional Presentations

- Introduction to professional presentations
- Types of presentations: informative, persuasive, instructional
- Audience analysis: demographics, expectations, needs
- Key elements: structure, content, delivery
- The importance of preparation and planning
- Overview of presentation anxiety and coping strategies

Day 2: Structuring Your Presentation

- The three-part structure: introduction, body, conclusion
- Crafting attention-grabbing openings
- Organising main points: chronological, topical, problem-solution
- Using transitions and signposts
- Developing strong closings: summary, call to action
- Outlining techniques

Day 3: Content Development and Visual Aids

- Types of visual aids: slides, handouts, props, videos
- Principles of slide design: clarity, consistency, simplicity
- Using images, charts, and graphs effectively
- Incorporating multimedia: audio, video, animations
- Managing technology and backup plans
- Legal and ethical considerations: copyright, permissions

Day 4: Verbal and Non-Verbal Delivery Skills

- Vocal variety: pitch, pace, volume, pause
- Body language: posture, movement, gestures
- Eye contact: building rapport
- Facial expressions and emotional congruence
- Active listening techniques
- Handling questions and interruptions

Day 5: Engaging the Audience and Handling Difficult Situations

- Engagement techniques: questions, polls, stories
- Reading audience feedback and adjusting
- Handling difficult questions and interruptions
- Managing nervousness and unexpected events
- Using humour appropriately
- Storytelling as a persuasive tool

Day 6: Rehearsal, Feedback, and Continuous Improvement

- Rehearsal methods: solo, peer, recorded
- Giving and receiving constructive feedback
- Self-assessment tools and checklists
- Building confidence through practice
- Final preparation checklist

- Peer feedback session

Day 7: Final Presentations and Integration

- Final presentation delivery
- Peer and facilitator evaluation
- Reflection on learning journey
- Identifying strengths and areas for growth
- Creating a personal development plan
- Course wrap-up and certification

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	13 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Mauritius
07 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Mauritius
13 Aug 2026	21 Aug 2026	On-Campus	Cape Town, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 259357) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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