JAMES COOK INSTITUTE

WSQ Workplace Productivity with Presentations

COURSE DURATION
17 Hrs

COURSE REFERENCE NO.
TGS-2023020686

MODE OF TRAINING
Classroom

FUNDING VALIDITY
Till 4 May 2025

This course aims to equip learners with the knowledge and abilities to plan, design and script presentations that fulfil defined objectives and meet the information needs of the target audience. Learners will be able to use presentation tools to display information in text, graphical and chart forms. Learners will be able to apply techniques to engage with the audience to deliver their messages across effectively and persuasively.

Course Objectives

By the end of this course, learners will be able to:
- Identify presentation objectives and target audience, plan and script presentation with appropriate design principles and communication techniques
- Create presentations using appropriate presentation type and communication tools in accordance with organisational guidelines
- Identify best practices to engage with and modify the final presentation to suit the needs of the target audience

Who Is This Course For

This training is relevant to any persons who need to understand fundamental presentation concepts and need to be able to effectively use presentation tools to plan, create and deliver attractive and impactful presentations.

FULL FEE
$450
(Subject to 9% GST)

NETT FEE AFTER FUNDING
$175.50
SME OR Singaporean age 40 and above (inclu.GST)
70% Course Fee Funded

$265.50
Non-SME OR Singaporean age 21 to 39 OR Singapore PR
(inclu.GST)
50% Course Fee Funded

Subsidies Available
Individual

SkillsFuture Credit
UTAP
PSEA

Visit on Website

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Course Content

Learning Unit 1: Presentation Planning

- What are the objectives of the presentation?
- Who are the target audience?
- Identify design principles to tailor presentation content to different audiences

Learning Unit 2: Create A Compelling Presentation

- Types of presentation and communication tools
- Presentation basics and organise information in topics
- Insert text content
- Create table
- Table operations
- Manipulate table
- Images, picture and shape contents
- Modify visual contents
- Insert organisation charts
- Data visualisation with charts

Learning Unit 3: Deliver impactful presentation

- Animation and transition effects
- Presentation notes
- Check content for errors
- Identify best practices to engage with the audience
- Modify content to suit target audience
- Start a presentation
- Print tailored presentation for different audiences

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