

**Unit Title:** Deliver Presentations To Groups  
**Unit Level:** Level 3  
**Unit Credit Value:** 4  
**GLH:** 26  
**LASER Unit Code:** WJE864  
**Ofqual Unit Code:** L/507/1558

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand best practice related to delivering presentations to groups.	1.1	Summarise relevant information that informs own practice in delivering presentations to groups to include: a) current legislation/policies/protocols b) good practice guidance.
2.	Understand factors which contribute to delivering effective presentations to groups.	2.1	Explain how to devise aims and objectives for a presentation.
		2.2	Explain how to choose from a range of presentation techniques to meet the needs of the audience.
		2.3	Appraise emerging developments in e-technology and its relevance to presentation techniques and materials.
		2.4	Explain how the size of a group impacts on the planning and delivery of a presentation.
3.	Be able to plan an effective presentation for a group.	3.1	Explain how to structure presentations to maximise clarity and understanding.
		3.2	Plan a presentation that takes account of the audience's needs and the context of delivery.
		3.3	Choose and prepare materials and resources.
		3.4	Identify potential difficulties that the audience may experience in understanding the presentation, and how they can be overcome.
4.	Be able to deliver an effective presentation to a group.	4.1	Use materials and resources that support clarity in delivery and understanding by the audience.
		4.2	Present information clearly in a manner and pace in line with the group's needs.
		4.3	Provide opportunity for the group to ask questions when appropriate.
		4.4	Reiterate key points at suitable intervals.
		4.5	Monitor the group's understanding when appropriate.

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		4.6	Adapt own presentation style in line with audience responses, where necessary.
		4.7	Summarise information to conclude the presentation.
		4.8	Gain feedback from the audience to inform future delivery.
		4.9	Review own performance and identify areas for improvement.

<b>Assessment Guidance:</b>
NA

<b>Additional Information:</b>
NA