

Name of new/ revised Policy:	Presentation Skills
<p><b>Purpose of Policy:</b></p>	<p>This course is aimed at Modern Apprentices to learn presentation skills and develop confidence in delivery. The course is a basic introduction to the theory and practical skills involved. These skills learned can be used for either delivering presentations or participating at monthly team briefings. This is a mandatory course aimed at Modern Apprentices as part of their contractual Training Agreement and has been confirmed with the Council for Administration.</p> <p>The aim of the course is: To help you become an effective and self-confident presenter, able to give presentations that serve genuine business needs.</p> <p>The Objectives are: By the end of the course participants will be able to:</p> <p>Design and deliver a 10 minute presentation on a work based subject.</p> <p>In achieving this objective you will also:</p> <ul style="list-style-type: none"> <li>- Identify your audience</li> <li>- Identify the different delivery methods</li> <li>- Prepare to deliver key messages</li> <li>- Focus on your delivery and body language</li> <li>- Reflect and effectively use feedback</li> </ul>
<p><b>Lead EIA Officer:</b></p>	
<p><b>Team / Federation:</b></p>	<p>People and Learning (Glasgow) National Federation</p>
<p><b>Email Address:</b></p>	
<p><b>Others involved:</b></p>	
<p><b>Date Assessment Completed:</b></p>	<p>21/10/2014</p>
<p><b>Assessment Record Authorised by:</b></p>	

This new / revised policy was fully assessed for any equality impact based on the General Equality Duty of the Equality Act (2010).

### Summary of research and consultation carried out:

On developing the course a variety of delivery methods have been used to take into account the different learning styles. The course consists of both theory and practical activities. A range of materials and visual aids are used and each individual may or may not have specific requirements however information is contained within the course joining instructions and delegates are encouraged to contact people and learning for any adjustments to be met prior to attending the course. This will also be asked on the day of the course as it involves DVD filming of delegates and it will be explained to them that it is not a requirement of the course and the opportunity will be given to opt out. Delegates who agree to the filming will be asked to complete a digital images consent form.

Modern Apprentices from the previous intake were consulted in relation the previous course content and they were asked for their feedback and areas of improvement. The apprentices due to attend this course were also consulted and asked for their expectations and areas in which they would like to develop. They were also asked if there were any areas of concern and the responses were met in terms of the content of the course.

On developing the course consideration was firstly given from the existing material, discussions with the other P&L trainers including my line manager. The information provided within the course is taken from CSL, and other training resources.

### Key issues identified: -

**(Note here if you conclude there are no equality issues relating to the new / revised policy)**

No, each individual attending must let P&L know in advance what adjustments need to be made.

### Changes made to new / revised Policy

The course has been re-designed to incorporate the relevant standards for the SVQ that the Modern Apprentices undertake. The course is also designed around theory and learning.

The main changes are:

- The presentation timings have been reduced to take into account feedback and to allow additional time for the participants to make suggested alterations to their presentation or delivery method. (previous course 5 mins, 10 mins, 15 mins) (Re-designed course 5 mins, 10 mins, 10 mins)
- The course now allows further flexibility taking into account the views of the participants by allowing choice of delivery method i.e. sitting as a small group, team brief style or PowerPoint delivery etc
- The course now also includes additional activities and group exercises allowing the delegates the opportunity to relax into speaking in front of the group.

### Review Process for Policy

Feedback will be sought from all course participants following their attendance using the level 1&2 evaluations.