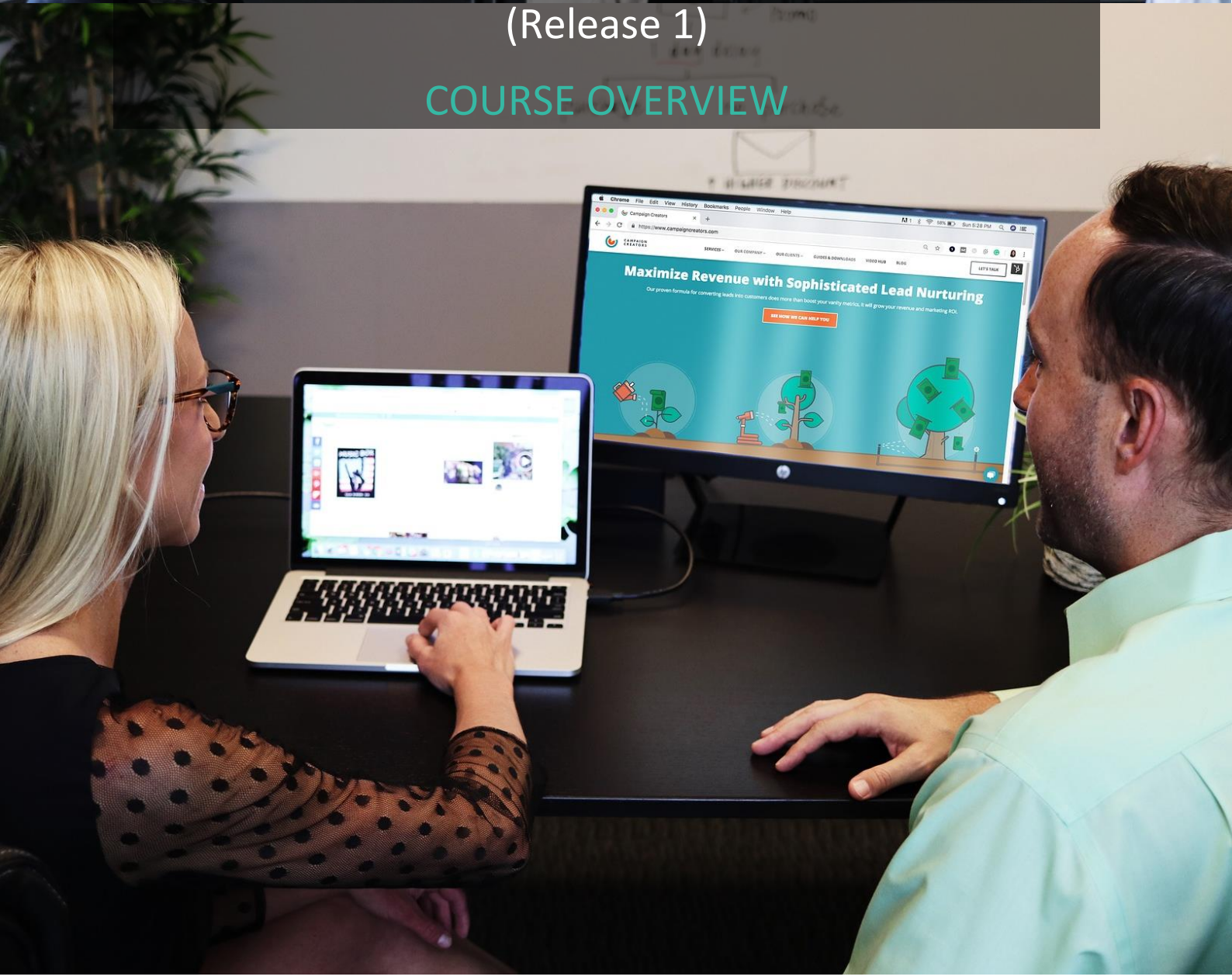




TAESS00014 Enterprise Trainer-Presenting Skill Set
(Release 1)

COURSE OVERVIEW





■ WHO SHOULD COMPLETE THE COURSE?

This skill set is for Individuals who train others within a workplace. The training may be accredited or non-accredited. The role may involve some coaching at individual or small group level.

It will be very beneficial for anyone who wishes to improve their presentation skills and gain confidence in public speaking. It will assist you to deliver not just training sessions or formal presentations, but to present your ideas in a way that engages and influences your audience, so that you achieve your intended outcome.

■ ENTRY REQUIREMENTS

There are no formal prerequisite units required to study this skill set.

■ HOW IS THE PROGRAM DELIVERED?

The program is delivered over 2 days of face to face workshops with a highly qualified trainer and assessor who will align the program to your required outcomes.

Before you attend the program, you will have a discussion with your trainer about your learning outcomes, training needs, special requirements and your career aspirations so that you get what you want from your program. You will be guided to explore options that suit your individual requirements within the program.

The first day will focus on how to deliver impactful and professional presentations and how to conduct skills instruction sessions within the workplace. You will practice and deliver short presentations in the afternoon. The second day will provide you with the opportunity to deliver and be assessed for your presentations and skills instruction sessions. These will be delivered to your peers and provide you with valuable feedback to assist you to improve your skills instruction and presentation skills.



■ HOW WILL YOU BE ASSESSED?

Assessment is competency based and evidence based, so you will be required to demonstrate evidence of your ability to perform the tasks required and the knowledge required to complete the units of competency.

Assessment Method: You will be required to complete structured activities and knowledge questions. You will be observed delivering your presentations and skills instruction sessions by a qualified trainer and assessor who will provide you with feedback on your presentation skills.

■ HOW LONG WILL IT TAKE TO COMPLETE?

You will be given **three months** to complete the requirements for assessment of this skill set.

■ HOW MUCH DOES IT COST?

\$590 per person.

Minimum 6 people. Maximum 8 people to maximise interaction with the trainer and assessor and learning outcomes.

■ WHAT IS INCLUDED IN THE COURSE?

The skill set has two units of competency:

TAEDEL301 Provide work skill instruction

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations.



Performance Evidence: Deliver 3 x 15-minute skills instruction sessions to your peers and assessor (including design of session plans and planning of sessions)

Delivery and Observation of Work Skill Instruction Sessions

You will be required to deliver 3 x 15-minute work skill instruction sessions to your peers and assessor over the 2 days. During this time, you will be assessed whilst delivering your own sessions and you will participate in and evaluate the sessions delivered by your peers. At the end of this time you will conduct a self-review of your own performance to improve your own performance.

This will take place on Day 2. Prior to your program you should decide on what you intend to deliver for the three sessions. These may be from your specialist field or area of interest. You must be able to demonstrate a skill that your learners can practice within a 15-minute time period.

Examples of skills instruction sessions could be:

- Tie a specialist knot
- Bandage an arm
- Splint a leg
- Produce a simple PowerPoint

You must be able to provide adequate resources for each learner in your group. You may discuss ideas with your trainer and assessor on Day 1 when you will learn how to deliver effective skills instruction sessions. This is not an information session. It must be skills based, allowing for demonstration and practice of a new skill or refresher of an existing skill.

BSBCMM401 Make a presentation

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

This is an integrated assessment and your presentation skills will be assessed whilst you deliver your three skills instruction sessions.



Where there is not sufficient time during the workshop you may be required to record one session outside of the workshop which you will be given 4 weeks to complete and submit for your peer review and observation by your trainer and assessor. This will provide you with an opportunity to reflect on your feedback during the workshop and to perfect your skills.

■ TRAINING RESOURCES

You will be provided with:

- access to our Learning Management System (LMS) with online course materials and portal to complete your assessments. This is web-based so you will be able to login and work from any location and continue from where you left off
- access to the Murray House Resource Centre Resource Library with all the resources from the workshops including PowerPoints, videos, handouts, website links, downloads
- templates to complete your assessments available online
- access to a computer and internet (you may prefer to bring your own laptop)

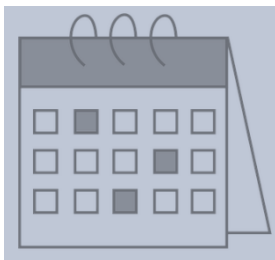
You will need to have:

- access to a computer and internet
- basic computer skills to access information online and to complete assessment templates

Qualification Pathways

On successful completion of these units you will have 1 CREDIT towards TAE40116 Certificate IV in Training and Assessment.

■ WHEN IS THE COURSE SCHEDULED?



[See Training Calendar 2020](#)

If you would like to book for your own organisation, dates can be discussed to suit.



■ WHERE IS TRAINING CONDUCTED?



At Murray House Resource Centre in Pinjarra in our dedicated training rooms, equipped with computers and resources required to complete the program **or we can come to you onsite as required.**

Catering is provided for morning tea, lunch is not provided. You have use of our kitchen if you wish to bring your own lunch equipped with fridge and microwave.

Options for lunch are available nearby including Subway, Dome, Chicken Treat, Old Wok, Domino's Pizza, Muffin Break and local cafes in the adjacent Pinjarra Junction Shopping Centre.

Recognition of Prior Learning (RPL)

RPL is available to anyone who currently works in this area and can provide sufficient workplace evidence that meets the requirements of the unit of competency. If you wish to consider RPL for all or part of this skill set, please call Murray House Resource Centre to discuss this option with a qualified TAE assessor.

All course enquiries:

Murray House Resource Centre:

P: 08 9531 2298

E: admin@mhr.org.au



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