

<b>ASSESSMENT TASK</b>		<b>MR16613v1g2</b>
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These tasks are designed to produce evidence for the assessment of Unit Standard:

<b>Number</b>	<b>Title</b>	<b>Level</b>	<b>Credits</b>
16613v1	Prepare and deliver business presentations as a first line manager	4	4

**TASK ONE: Complete the attached knowledge test.**

1. All questions must be answered.
2. Have a manager verify that you completed the test.

**TASK TWO: Create a plan for a business presentation.**

1. The presentation context can be:
  - Persuasive
  - Promotional
  - Information
  - Ceremonial
  - Any other suitable business presentation
2. Establish clear objectives for the presentation and plan the content to suit objectives.
3. Ensure the presentation has structure including introduction, main body and closure.
3. Plan the delivery to suit presentation objectives. Some considerations might be:
  - Establishing rapport
  - Audience participation
  - Pre-empting issues that may arise
  - Timeframe
  - Visuals
  - Props
  - Handouts
  - Manuals
  - Equipment
  - Media
4. Provide a copy of the presentation plan to your assessor.

**TASK THREE: Deliver the business presentation planned in task two.**

1. Ask two audience members to complete the attached observation table after observing your presentation.
2. Complete the attached review check list and comment on your performance in planning and delivering the presentation.
3. Provide a copy of the presentation to your assessor.

**TASK FOUR: Have your Manager complete the attached attestation as supplementary evidence.**

1. The purpose of the attestation is so that your Assessor may obtain information pertaining to your past performance.
2. Print/Photocopy the attestation on to Letterhead.
3. Have your attestation completed by any appropriate Manager that can rate your performance in this area.

**CONDITIONS:**

1. Plans and presentations produced must be your own work and adhere to company policy.
2. For assessment purposes, business presentations may consist of one major presentation or several smaller presentations.
3. Presentations may be in a real or contrived situation.
4. Evidence of planning may be any combination of written, oral or visual means.

**STANDARD:**

1. The attached Assessment Guide specifies how your assessor will make judgement on the standard of evidence provided.

1. Briefly describe a business presentation that you have recently prepared and delivered in terms of the following:

(1.1) Presentation Objective:

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(1.1, 1.3) Presentation Structure (introduction, main body and closure):

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(1.1) Audience:

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(1.1) Media Venue (i.e. channel, equipment, method, venue etc):

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- 2. (1.2) Describe the impact that the above four characteristics had on the preparation and/or delivery of the presentation:

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- 3. (1.4) You have been asked to prepare and deliver a joint presentation with a group of three other colleagues. This is a high-stake presentation that will be delivered to an audience of senior managers and key customers. The presentation will take place directly after lunch at an industry conference.

Explain what strategies or project planning techniques might be used to assist in making the presentation a success.

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<b>OBSERVATION TASK</b>		<b>MR16613v1g2</b>
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INSTRUCTIONS TO OBSERVER: Please observe the candidate demonstrating the functions listed in the following table and indicate when each task has been completed correctly. Please sign the form when completed.

CANDIDATE NAME: \_\_\_\_\_

PRESENTATION TOPIC: \_\_\_\_\_

SECTION NO.	TASK DESCRIPTION	PERFORMANCE MEASURES	COMPLETED ✓/x	Comments
Section 1	Deliver a business presentation	Presentation content includes a clear: <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Main body</li> <li>• Closure</li> </ul>		
Section 2		Appropriate communication methods used to ensure presentation is clear. May include: <ul style="list-style-type: none"> <li>• Auditory</li> <li>• Oral</li> <li>• Visual</li> <li>• Written</li> <li>• Simplicity</li> <li>• Interaction</li> <li>• Sensitivity</li> </ul> <b>Tick which methods were used.</b>		
Section 3		Resources used to complement the presentation. May include: <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Props</li> <li>• Handouts</li> <li>• Visuals</li> <li>• Other (please state).....</li> </ul>		
Section 4		Any issues during the presentation were clarified and dealt with. <b>Please comment on the nature of the issue(s).</b>		
		Candidate showed sensitivity towards parties.		
		Candidate showed awareness of the need to adhere to the plan. <b>Please comment on how this was demonstrated.</b>		
		Any issues were handled in a way that complemented the presentation.		

**Verification:**

I certify that I have observed delivery of a presentation by the above candidate.

Name \_\_\_\_\_ Position \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## SELF-REVIEW CHECK LIST



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INSTRUCTIONS TO CANDIDATE: Use the table below to review your own performance in planning and delivering a business presentation.

CANDIDATE NAME: \_\_\_\_\_

PRESENTATION TOPIC: \_\_\_\_\_

PRESENTATION OUTCOME	Y/N	COMMENTS
Did presentation go according to plan?  Comment in terms of: <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Main body</li> <li>• Closure</li> </ul>		
Was it necessary to refine the presentation to meet prevailing circumstances?  If so, describe what happened.		
What communication methods did you use to ensure presentation clarity? E.g. <ul style="list-style-type: none"> <li>• Auditory / Oral</li> <li>• Visual / Written</li> <li>• Simplicity</li> <li>• Interaction</li> <li>• Sensitivity</li> <li>• Other</li> </ul>		
What resources did you use to assist with communication? E.g. <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Props</li> <li>• Handouts</li> <li>• Visuals</li> <li>• Other</li> </ul>		
Was there a requirement for particular sensitivity toward any parties?		
Did any issues arise?  If so, how did you deal with them?		
Did you have an awareness of the need to stick to the plan?		

# SELF-REVIEW CHECK LIST



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PRESENTATION OUTCOME	Y/N	COMMENTS
Did the presentation meet the planned objectives?		
Were your planned objectives suitable?		
Was the content of the presentation suitable?		
Was the delivery successful?		
Was there anything that you could improve upon?		

# ASSESSMENT GUIDE



MR16613v1g2

CANDIDATE NAME:	DATE:
UNIT STANDARD: Prepare and deliver business presentations as a first line manager	NO: 16613v1

Unit – PC / Element No. <i>For moderation purposes only</i>	EVIDENCE DETAIL Detail the evidence used to support competence (company documents, attestations, certificates etc.)	REF. NO. Number each evidence document	EVIDENCE JUDGEMENT The requirements and standards of evidence	Result MR or FER*
1.1, 1.3 1.2 1.4 1.5	<b>TASK 1</b> Knowledge Test Question 1 Question 2 Question 3 Question 4		<ul style="list-style-type: none"> <li>All questions correctly answered (see model answers)</li> <li>No incorrect answers.</li> <li>Verified by appropriate person.</li> </ul>	
2.1  2.2  2.3	<b>TASK 2</b> Business presentation plan  Presentation type: <ul style="list-style-type: none"> <li>Persuasive</li> <li>Promotional</li> <li>Informative</li> <li>Ceremonial</li> <li>Other</li> </ul> <b>Indicate type of business presentation.</b>		Stated objectives are consistent with the presentation environment. May include: <ul style="list-style-type: none"> <li>Client requirements</li> <li>Environmental analysis</li> <li>Stakeholders agreement</li> <li>Other</li> </ul> Content is planned to suit the presentation objectives and includes: <ul style="list-style-type: none"> <li>Introduction</li> <li>Main body</li> <li>Closure</li> </ul> Delivery of presentation is planned to suit the presentation objectives and may include: <ul style="list-style-type: none"> <li>Establishing rapport / Audience participation</li> <li>Pre-empting issues</li> <li>Timeframe</li> <li>Visuals / Props</li> <li>Handouts / Manuals</li> <li>Equipment / Media</li> <li>Other</li> </ul>	
3.1 3.2 3.3 3.4	<b>TASK 3</b> Observation table (completed by two audience members) Section 1 Section 2 Section 3 Section 4		<ul style="list-style-type: none"> <li>All sections completed.</li> <li>Positive comments made (if any).</li> <li>Signed by appropriate person.</li> </ul>	
3.1 3.2 3.3 3.4 3.5 3.6	<b>TASK 3</b> Self-review check list Section 1 & 2 Section 3 Section 4 Section 5, 6 & 7 Section 8 Section 9, 10, 11 & 12		<ul style="list-style-type: none"> <li>All sections completed.</li> <li>Review process evaluates the suitability of the planned objectives, content and delivery in relation to the implementation.</li> </ul>	
All	<b>TASK 4</b> Manager attestation		<ul style="list-style-type: none"> <li>Completed on letterhead</li> <li>No training required</li> <li>Comments (if any) indicate competency</li> <li>Signed by an appropriate manager</li> </ul>	

\*MR = Meets Requirements and FER = Further Evidence Required

Assessor Name:	Date:
Signature:	Assessor Number:

## MANAGER'S ATTESTATION

**Unit Standard:**                      **16613v1**

**Candidate Name:**

The following is my rating of the above candidate's performance in preparing and delivering business presentations as a first line manager.

<b><u>Tasks/Skills</u></b>	<b><u>Ability/Attitude</u></b>			<b>Comment (if required)</b>
	<b>Always does this well with no need for assistance</b>	<b>Does this well with assistance</b>	<b>Requires training in this area</b>	
Plans clear objectives for content and delivery of business presentations.				
Takes into account target audience and organisation requirements when preparing presentations.				
Structures presentations to include clear introduction, main body and closure.				
Uses resources that complement presentations such as equipment, props, visuals etc.				
Evaluates the effectiveness of business presentations using appropriate methods and measures.				
Communicates effectively when delivering business presentations.				

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_