

Justice Institute of British Columbia COURSE OUTLINE

Course Code: MGMT165

Course Title: Make Presentations that Make Things Happen!

Prerequisite Courses: None

Sponsoring Division:

This course could be an elective in the Management Certificate and Instructor Development Certificate programs.

Previous Course Code & Title:

Course Effective Date:

# of Credits:	1
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Course Description:

This workshop prepares participants to deliver well-organized oral presentations with confidence and clarity. Whether the participants are presenting to a small group of work colleagues or to a large external audience, this workshop prepares them to speak clearly and persuasively.

Course Goal(s):

To provide each participant with the opportunity to develop the confidence and competence to make a presentation that is interesting, engaging, and persuasive – that makes things happen.

Course Learning Objectives:

Upon successful completion of this course, the learner will be able to:

1. Prepare a presentation that is well structured, is geared to the audience, and makes use of appropriate audio-visual aids.
2. Speak to the group using effective vocal, verbal, and physical techniques in a style that is congruent with the message to be delivered.
3. Manage potentially disruptive audience members and get buy-in.
4. Convert the normal anxiety that is part of the experience of making a presentation into the energy that ensures a powerful presentation.
5. Look and sound competent and confident as a presenter.
6. Achieve their presentation goals and persuade others to make decisions that support these goals.

Course Topics/Content:

Preparing to Present

- Know Your Message
- Know Your Material
- Know Your Equipment

The Importance of Practicing Your Delivery

Presenting “On-The-Spot”

- Presenting When There’s No Time to Prepare
- Mastering the Moment

Tips and Techniques

- Non-Verbal Communication
- Managing Anxiety

Working With Common Audio-Visual Aids

- Using a Flip Chart and/or Sticky Notes
- Preparing Simple Presentations in PowerPoint™

The “Say It In Six” Formula: a great speech in under six minutes

How to Deal With a Hostile Audience

Making Effective Use of the Q&A Session

How to Introduce a Speaker

Tips for Rehearsing a Presentation

Text and Resource Materials: Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

Resource Materials: Folder of handouts and worksheets developed by the trainer.

Required:

Recommended:

Course Level:

	First Year		Second Year		Third Year		Fourth Year
	Other (describe):						

Equivalent Course(s) within the JIBC:

Class Delivery Methods:

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	2			
Simulation/Lab	12			
Practicum/Fieldwork				
Online				
Correspondence				
Total Class Hours	14			

Comments on Delivery Methods:

"Make Presentations That Make Things Happen!" is a highly participatory workshop in which participants develop and deliver presentations.

Following each presentation participants receive feedback on their performance.

The workshop provides maximum opportunity for participants to practise the design and delivery of presentations in a supportive, comfortable setting that focusses on their strengths.

This support and the use of a well-designed structure for presentations ensures that participants can take risks and set challenging personal performance targets.

Related Program(s): (where applicable)

Credit Transfer exists at: (List Institutions with official transfer agreements and name equivalent courses)

Course Grading System:

Check the system that applies to this course:

Letter Grades	Percentage	Pass/Fail	Credit/No Credit
Complete/Incomplete	Attendance Only	Not Applicable	

Passing Grade:

JIBC Standard Grading Scale for Letter, Grade Point and % Grades:

Letter Grade	Grade Points	% Range
A+	4.33	90-100
A	4.00	85-89
A-	3.67	80-84
B+	3.33	76-79
B	3.00	72-75

Letter Grade	Grade Points	% Range
C+	2.33	64-67
C	2.00	60-63
C-	1.67	56-59
D	1.00	50-55



B-	2.67	68-71
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F	0.00	0-49
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Evaluation Activities and Weighing: (complete the %'s which apply – total must equal 100%)

Final Exam	%	Assignments	%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	%	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation:

Other Course Guidelines, Procedures and Comments:

View the Justice Institute of BC Policies listed below at:

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>

Access Policy
Harassment Policy
Prior Learning Assessment Policy
Student Code of Conduct

Academic Appeals Policy
Intellectual Property Rights Policy
Research on Human Subjects: Ethics
Student Records