

## PIRFLM4.11C – Make a presentation

### Functional area

PIRFO Frontline Management

### Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

### Descriptor

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

### Elements

#### 1. Prepare a presentation

### Performance criteria

- 1.1 Plan and document presentation approach and intended outcomes
- 1.2 Choose presentation strategies, format and delivery methods that match the characteristics of the target audience, location, resources and personnel needed
- 1.3 Select presentation aids, materials and techniques that suit the format and purpose of the presentation, and will enhance audience understanding of key concepts and central ideas
- 1.4 Brief others involved in the presentation on their roles/responsibilities within the presentation
- 1.5 Select techniques to evaluate presentation effectiveness

#### 2. Deliver a presentation

- 2.1 Explain and discuss desired outcomes of the presentation with the target audience
- 2.2 Use presentation aids, materials and examples to support target audience understanding of key concepts and central ideas
- 2.3 Monitor non-verbal and verbal communication of participants to promote understanding of presentation outcomes
- 2.4 Use persuasive communication techniques to secure audience interest
- 2.5 Provide opportunities for participants to seek clarification on central ideas and concepts, and adjust the presentation to meet participant needs and preferences
- 2.6 Summarise key concepts and ideas at strategic points to facilitate participant understanding

#### 3. Review the presentation

- 3.1 Implement techniques to review the effectiveness of the presentation
- 3.2 Seek and discuss reactions to the presentation from participants or from key personnel involved in the presentation
- 3.3 Utilise feedback from the audience or from key personnel involved in the presentation to make changes to central ideas presented

## **Evidence guide**

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

### **Required knowledge**

The essential knowledge and understanding a person needs to make presentations to the required standard include:

- Principles of effective communication
- Range of presentation aids and materials available to support presentations
- PIRFO policies, protocols and operations
- Data collection methods that will support review of presentations.

### **Required skills**

The essential skills a person needs to perform work to the required standard include:

- Culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- Facilitation and presentation skills to communicate central ideas of a message in an informative and engaging manner, and to utilise verbal and non-verbal techniques to sustain participant engagement
- Technical skills to use presentation aids such as computers, power point presentations and audio equipment.

Literacy skills used to:

- Prepare presentation information and to write in a range of styles for different target audiences.

### **Critical aspects of competence**

Assessment must confirm the ability to:

- Prepare, deliver and evaluate the effectiveness of at least two presentations related to the PIRFO programme.

Assessment must confirm knowledge of:

- Principles of effective communication.

### **Context of assessment**

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted in a training environment so that the candidate makes a minimum of two presentations that a PIRFO Frontline Manager is likely to deliver as part of their job role. If possible, further feedback from the office where the participant is, or will be employed and comments/judgements on presentations delivered by the candidate, as part of Frontline Management operations should be obtained.

## **Method of assessment**

The following assessment methods are suggested:

- Demonstration of preparation, delivery and evaluation of a presentation
- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job presentation performance by the candidate
- Observation of presentations
- Review of selected presentation aids, materials and techniques
- Review of briefing provided for others involved in the presentation
- Evaluation of techniques implemented to review the effectiveness of the presentation.

## **Interdependent assessment of units**

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

## **Resources required for assessment**

Resources may include:

- Access to an actual workplace or simulated environment
- Access to office equipment, documentation and resources.