SFJCJZE6
Facilitate learning in groups through presentations and activities

Overview

This unit is appropriate for you if your role involves

1   making effective presentations
2   producing follow-up activities after presentations

The activities you are likely to be involved in include

1   identifying individual needs and learning styles
2   choosing appropriate presentation techniques
3   structuring presentations
4   adapting presentations to take account of technology-based learning

There are two elements

1   Giving presentations to groups
2   Producing follow up exercises

Target Group

The unit is designed to be applicable to all those who have the responsibility for the development, maintenance and evaluation of systems and structures, no matter what their nature.

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Giving presentations to groups

P1   take account of the size and different needs of the people in the group when deciding on how to deliver the presentation

P2   present information in a tone, manner and at a speed which is appropriate to the needs and capabilities of the learner

P3   recognise and respond to individual needs and learning styles

P4   use visual aids which support the information you are presenting and use technology-based learning if it is available

P5   encourage learners to ask questions and get explanations at appropriate stages in the presentation

P6   give clear and accurate information to reinforce learning points in the presentation

P7   reduce distractions and disruptions as much as possible

Produce follow-up exercises

P8   choose exercises and activities which will reinforce the main areas of the presentation

P9   ensure group members understand the aims and expected outcomes of the exercises and activities

P10   give clear guidance and instructions on how to take part in the exercises and activities

P11   ensure that the manner, level and speed of communication throughout the process

P12   encourages the learner to take part and understand

P13   get involved in the exercises and activities to make sure they are effective

P14   give learners positive feedback on the process and learning outcomes

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Knowledge and understanding

The nature and role of presentations

You need to know and understand:

K1   which types of learning are best achieved and supported through presentations
K2   the separate areas of exercises and activities which encourage learning
K3   how to choose from a range of presentation techniques
K4   how to put information in order and decide whether the language you will be using is appropriate for the learners
K5   how to adapt presentations and activities to support learning
K6   how to identify and use different learning opportunities
K7   how to structure presentations and activities

Principles and concepts

You need to know and understand:

K8   how to put learners at their ease and encourage them to take part
K9   how to choose appropriate activities
K10   which factors are likely to prevent learning and how to overcome them
K11   how to check learners' understanding and progress
K12   how to choose and prepare appropriate visual aids
K13   how to identify and evaluate changes and developments in technology and e-learning and whether they are relevant to delivering learning and development
K14   how to use appropriate forms of questioning during presentations
K15   the separate areas of presentations which encourage learning
K16   how to choose from a range of exercises and activities

External factors influencing the learning environment

You need to know and understand:

K17   how to make sure everybody acts in line with health, safety and environmental protection legislation and best practice
K18   how to evaluate developments in education, training and qualifications which have a direct effect on the design of learning materials
K19   how to analyse and use developments in learning and new ways of delivery, including technology-based learning

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