



Australian Government

FSKOCM05 Use oral communication skills for effective workplace presentations

Release: 1

FSKOCM05 Use oral communication skills for effective workplace presentations

Modification History

Release	Comments
Release 1	This streamlined version first released with <i>FSK Foundation Skills Training Package version 1.0</i> .

Application

This unit describes skills and knowledge required to deliver effective workplace presentations, such as a prepared short presentation to co-workers, information updates (e.g. changes to Work Health and Safety (WHS)), or instructions on how to use new equipment.

This unit applies to individuals who need oral communication skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks.

This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Oral Communication

Elements and Performance Criteria

Element	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan to deliver workplace presentations	1.1 Identify the audience and purpose of the presentation 1.2 Organise the content and support material
2. Deliver workplace presentations	2.1 Use oral communication strategies to deliver the presentation 2.2 Use appropriate grammar, vocabulary and pronunciation 2.3 Use non-verbal communication to enhance presentation
3. Review own performance	3.1 Seek feedback on whether the presentation was appropriate for audience and content 3.2 Evaluate own performance to identify areas for improvement

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Planning and Organising		Plans and organises presentation content and structure

Mapping Information

Not applicable

Links

Companion volumes from the IBSA website - <http://www.ibsa.org.au>