



<b>COURSE TITLE</b>	: High Impact OSH Presentation Skills	<b>COURSE CODE</b>	: HIPS
<b>COURSE DURATION</b>	: 2 day(s) / 13.00 hour(s)	<b>COURSE LEVEL</b>	: Basic
<b>COURSE CATEGORY</b>	: Non-Competency		
<b>HRDF SCHEME</b>	: SBL		
<b>COURSE FEE</b>	: RM848.00 (inclusive of SST)		

**1. OBJECTIVES:**

At the end of the course, the participant will be able to:

- i. Deliver a high impact OSH presentation.

**2. TARGET GROUP(S):**

- i. Persons involved in the delivery of a high impact OSH related presentations.

**3. ENTRY REQUIREMENT(S):**

- i. -

**4. TOPIC(S):**

- i. Requirements of high impact presentation.
- ii. Techniques of building presentation confidence.
- iii. Planning for high impact presentation.

**5. LIST OF REFERENCE BOOK(S):**



- i. -

**6. LIST OF TEACHING AID(S):**

- i. LCD Projector.
- ii. Computer.
- iii. White Board with accessories.
- iv. Flip Chart with accessories.

**7. LIST OF CLASSROOM ACTIVITIES:**

- i. -

 	<b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b>			
	<b>COURSE SCHEDULE</b>			
	No. Dokumen	No. Pindaan	Tarikh	Muka Surat
NIOSH-PDD-CS-HIPS	00	05 Oct 2015	1 / 1	

**COURSE TITLE: HIGH IMPACT OSH PRESENTATION SKILLS**

**DAY ONE**

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0900 – 1030	1.50	Requirements of High Impact Presentation	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Know your Audience (Group discussion)	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Techniques of Building Presentation Confidence	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Do's and Don'ts in a Presentation (Group discussion)	
	<b>6.50</b>	<b>END OF DAY ONE</b>	

**DAY TWO**

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0900 – 1030	1.50	Recording & Reviewing Presentation	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Planning for High Impact Presentation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Individual High Impact Presentation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	<b>6.50</b>	<b>END OF THE COURSE</b>	

Last updated on 23<sup>rd</sup> October 2015 by PDD