INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA



NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

KURIKULUM KURSUS COURSE CURRICULUM TEL: 03 - 8911 3800 FAX: 03 - 8926 3900 URL: www.niosh.com.my



COURSE TITLE	: High Impact OSH Presentation Skills		
COURSE DURATION	: 2-day(s) / 13.00-hour(s)	COURSE CODE	: HIPS
COURSE CATEGORY	: Non-Competency	COURSE LEVEL	: Basic
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM864.00 (inclusive of 8% SST)		

1. OBJECTIVE(S):

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. None.

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):

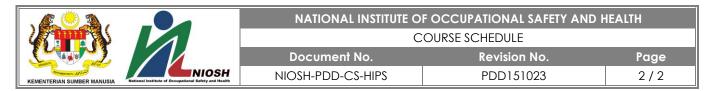
i. Occupational Safety and Health Act 1994.

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. Lecture.
- ii. Discussion.



COURSE TITLE: HIGH IMPACT OSH PRESENTATION SKILLS

DAY ONE

TIME	HOUR	TOPIC	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)	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	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	
	6.50	END OF THE COURSE	