

BSBCMM401 MAKE A PRESENTATION & BSBWRT401 WRITE COMPLEX DOCUMENTS

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name

Koray U. B.

Participant signature

Koray U. B.

Date

Click here to enter a date.

Assessor name

Assessor signature

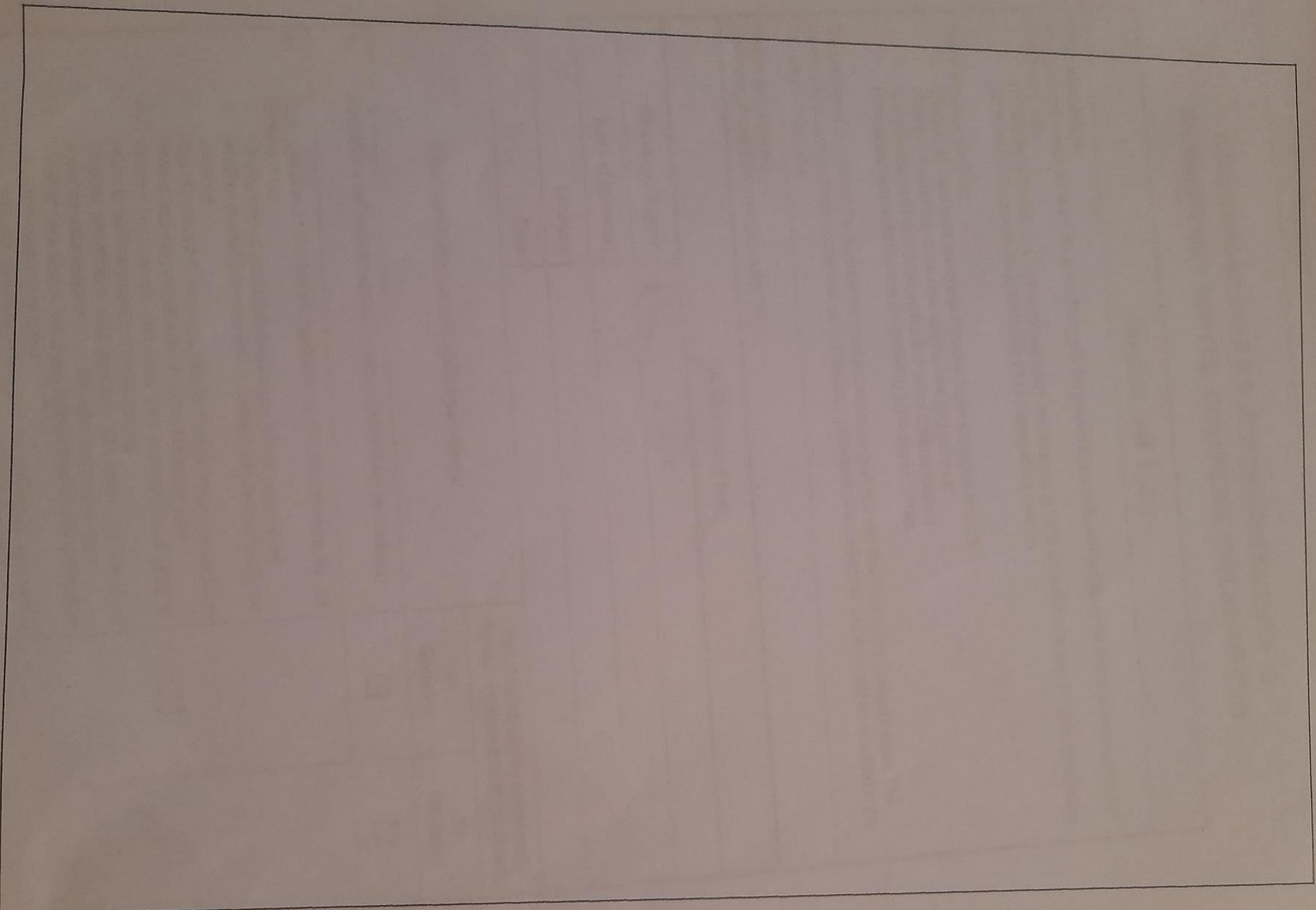
Date

Click here to enter a date.

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐

Task 1 (Occasion 2)	☐	☐
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ASSESSOR COMMENTS



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Practical Task 1 (2X)

Description of task:

The participant is seek feedback for and reflect upon the presentations delivered as part of the Practical Assessment for the following units:

- * BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes
- * BSBWHS415 Contribute to implementing WHS management systems

Areas for reflection include:

- * Effectiveness and persuasiveness of presentation strategies and aids
- * Whether intended outcomes were emphasised and achieved
- * How presenter addressed non-verbal and verbal communications
- * General improvements that can be applied to future presentations

The participant is to submit the presentation reflection notes as evidence with this Practical Assessment sheet. The assessor is to provide detailed comments on the feedback provided to the participant. Detail should be recorded in the Assessor's Comments.

Resources required:

Computer; Presentation reflection notes (HO1).

Assessment of task

Name of participant:

Kerry Wolfe

Name of assessor:

Location:

Date:

When completing the task, did the participant:

**Tick if satisfactorily completed.
Provide comments if left unticked.**

**1st
Occasion**

**2nd
Occasion**

A. Undertake a self-assessment on the effectiveness of the presentation.

☐
☐

B. Seek and discuss Assessor's feedback on the presentations for the following areas:

- * Effectiveness of presentation strategies, format, and delivery
- * Whether desired outcomes were explained and discussed with the audience
- * Use of persuasive communication techniques to secure audience interest, including verbal and non-verbal communication
- * Whether key concepts and ideas were summarised at strategic points to facilitate participant understanding
- * Whether presentation aids, materials and techniques enhanced audience understanding of key concepts and central ideas
- * Whether the audience was given opportunities to seek clarification on central ideas and concepts
- * How well the presenter responded to non-verbal and verbal communication of audience members to meet their needs

☐
☐

C. Utilise feedback and make recommendations to be implemented with future presentations.	☐	☐
The Participant's performance was: ☐ Satisfactory ☐ Not Satisfactory		

PRESENTATION REFLECTION NOTES

GENERAL	
Presentation topic	Asbestos awareness
Presentation date	1/1/20
REFLECTION	
Self-assessment	
Aim is to give information and training for asbestos awareness and give workers information they need to avoid any work that may disturb asbestos. logical flow of material presented with audience feedback at the end.	
Assessor feedback	
Assessor name	Kerry Lobb
Effectiveness of presentation strategies, format, and delivery	Emphasise the most important material, bullet point key information, video's, photos, Ask questions to emphasise the message is understood.
Whether desired outcomes were explained and discussed with the audience	questions were asked throughout throughout presentation to engage with audience on the information discussed. Final feedback sheet provided to all
Use of persuasive communication techniques to secure audience interest, including verbal and non-verbal communication	• Video's • Voice tone at specific times - Throughout presentation • Photo's

Whether key concepts and ideas were summarised at strategic points to facilitate participant understanding	A more formal explanation was given on bullet points and also photos explaining causes and effects associated with the evidence.
Whether presentation aids, materials and techniques enhanced audience understanding of key concepts and central ideas	Photo graphic evidence Video's Interviews with medical professionals explaining the effects of asbestos
Whether the audience was given opportunities to seek clarification on central ideas and concepts	Throughout the presentation the audience were given opportunities to speak just to clarify their understanding
How well the presenter responded to non-verbal and verbal communication of audience members to meet their needs	Eye Contact when speaking to the audience or if a specific person person needed extra clarification. Facial expressions also
Other feedback	Updated information regarding facts, statistics and details

IMPROVEMENTS

Recommendations for future presentations

Know the topic well - speak with confidence and persuade your audience.

PRESENTATION REFLECTION NOTES

GENERAL	
Presentation topic	Construction project Project
Presentation date	1/1/20
REFLECTION	
Self-assessment	
Detailed project proposal outlining schedules, overheads scope of work, Payment schedule, allowances, Contracts clearly understood by Action Formwork Work-Force	
Assessor feedback	
Assessor name	Kerry Hoff
Effectiveness of presentation strategies, format, and delivery	Strategic Planning - Detailed, Info, drawings and needs taken in to account, Digital Images, Video Conferencing
Whether desired outcomes were explained and discussed with the audience	All topics addressed and plan & approach were stated
Use of persuasive communication techniques to secure audience interest, including verbal and non-verbal communication	*Video for Footage *Computer Slides *Verbal description about the Project *Logical flow to the order material was presented

Whether key concepts and ideas were summarised at strategic points to facilitate participant understanding	Effective Communication was made to ensure Message was received as Intended
Whether presentation aids, materials and techniques enhanced audience understanding of key concepts and central ideas	Verbal Presentation Consisting of Video Footage, Photographs, Architectural drawings and handouts Presented For a Full Understanding
Whether the audience was given opportunities to seek clarification on central ideas and concepts	All that were present were given the opportunity to talk and address any concerns throughout
How well the presenter responded to non-verbal and verbal communication of audience members to meet their needs	Knowing the topic well helps emphasise all points within the project and help translate to their understanding Verbally & Non Verbally
Other feedback	Engaging with the audience and making them attentively listen
IMPROVEMENTS	
Recommendations for future presentations	
Keep it simple and Concentrate on the Core message. Ask more questions	