

Presentation Skills for Purchasing and Supply Chain Professionals

Purchasing and supply chain professionals are often faced with the requirement to research relevant information in relation to procurement and supply strategies, performance in a range of indicators and progress on supply of goods and services. This information then has to be presented to management or in other senior forums; however, many purchasing and supply chain professionals lack the necessary skills to present the information effectively. This two day course is designed to overcome this.

The course is based on the following nationally recognised units of competency:

- ❖ BSBCMN405A – Analyse and Present Research Information
- ❖ BSBMKG407A – Make a Presentation

On successful completion of the course and the assessments, a Statement of Attainment* may be issued towards other qualifications.

Course Outline

- ❖ Determining relevant information
- ❖ Information relating to purchasing and logistics
- ❖ Researching Information
- ❖ Analysing information
- ❖ Presenting written information
- ❖ Presentation Skills for oral presentations
 - Knowing your audience
 - Body language
 - Presentation styles
 - Tools and techniques
 - Delivering the presentation

All students will have an opportunity to make two presentations, which will be evaluated and feedback provided.

What are the entrance requirements?

There are no formal entrance requirements for this course.

What are the costs?

The cost of the two day course is \$550.00.

Where are the Classes Held?

Classes are held in our modern training rooms which are in a very central location, in the Queen Street Mall opposite the Myer Centre.

Alternatively, the course may be conducted in-house at your premises if minimum numbers permit.

How do Find Out More?

Check out the website or use any of the contact details below to find out more!

How do I enrol?

You can enrol online – simply go to www.scmea.com.au/enrol.html.
A range of payment options are available.

Don't let your presentation skills let you down!



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SCMEA – Presentation Skills for Purchasing and Supply Chain Professionals