

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Personal Presentation in the Workplace
Unique Reference Number:	H/615/9591
Level:	Level 2
Credit Value:	1
Minimum GLH:	8

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know about different areas of personal presentation	1.1 Explain how the following contribute to overall personal presentation: a) Personal appearance b) Effective speaking c) Body language d) Time management
2. Know conventions for personal presentation in the workplace	2.1 Describe a range of dress and appearance conventions and their appropriateness for different work settings
3. Understand the value of first impressions	3.1 State why it is important to make a good first impression
	3.2 Describe ways of creating a positive impression when meeting, speaking and writing to people for the first time