

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Communicating and Presenting Ideas In a Professional Environment
Unit Reference Number:	A/615/9824
Level:	Level 2
Credit Value:	3
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know about communication methods suitable for the workplace	1.1 Identify a minimum of 2 different communication methods suitable for the workplace for: <ul style="list-style-type: none"> a) Co-located teams b) Displaced teams c) One- to –one d) In a small group e) To a large audience
	1.2 Compare two different presentation methods
	1.3 Outline how to give and receive constructive feedback
	1.4 Outline methods used to communicate technical and specialist issues both within and across teams
2. Be able to present own ideas in a professional manner-	2.1 Describe 2 effective presentation techniques
	2.2 For a given presentation idea/topic, choose a presentation method and state reasons for choice
	2.3 Deliver presentation to a small group
	2.4 Evaluate own performance and highlight areas for improvement