

POLAR QUALIFICATION

Presentation Skills for Polar Guides

2020 Edition



**POLAR
TOURISM**
Guides Association
guiding guiding

DEFINITIONS:

- Scope:** Outlines who the test is for.
- Element:** Outlines the overall **skill set** to be tested.
- Range:** The **specific skills** to be examined. An examination **may or may not** include all of the range items. It is at the discretion of the Assessor if the Assessee shows confidence and ease in other range items as to whether they examine them or not.
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SCOPE Presentation Skills PQ is aimed at any field staff/guides working in polar regions, who are required to give formal presentations. Basic competency in Presentation Skills will enhance a presentation experience.

- Special Notes:*
- i. This PQ can be assessed in real time or by video submitted for review.
 - ii. A Presentation does not have to use AV technology or be given indoors.

PREREQUISITES: Nil

CROSS CREDIT: Any internationally recognized qualifications that include these components to the level of the Scope or higher. See Cross Credit Matrices

ELEMENTS & PERFORMANCE CRITERIA:

Element 1 – Prepare venue for a presentation

Range: Strategy to check and ensure all technology and media are operating before the presentation, access and seating organized, if applicable emergency exits are defined and accessible.

Element 2 – Deliver a presentation

2.1 Introduce a Presentation.

Range: Speaks clearly at appropriate speed, tells audience what they are going to tell them, audience comfort considered, addresses any privacy/filming issues.

2.2 Deliver a Presentation.

Range: Links discussion to a theme, tailors' information to the specific audience, information is provided in a logical order, provides accurate and relevant information, uses stories and anecdotes, interactive questioning, uses gestures and body language, use of provocative statements.

2.3 Conclude a Presentation.

Range: Ensure conclusion reinforces initial theme and main points, offers Q&A, repeats questions asked so all can hear/understand, offers to find out information when answers are unknown, offers opportunity to follow up any outstanding questions or discussions at a later date/time if appropriate.

DATE	REVIEWERS
2017	Prepared by Graham Charles
8/5/2017	PTGA Board and Advisory Board
14/5/2018	Qualifications Review Meeting
20/5/2019	Qualifications Review Meeting
26/3/20	Qualifications Review Meeting