INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH
KURIKULUM KURSUS
COURSE CURRICULUM
TEL: 03 - 8911 3800   FAX: 03 - 8926 3900
URL: www.niosh.com.my

COURSE TITLE	: High Impact OSH Presentation Skills		
COURSE DURATION	: 2-day(s) / 13.00-hour(s)	**COURSE CODE**	: HIPS
COURSE CATEGORY	: Non-Competency	**COURSE LEVEL**	: Basic
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM864.00 (inclusive of 8% SST)		

1. **OBJECTIVE(S):**

   At the end of the course, the participant will be able to:

   i.   Deliver a high impact OSH presentation.

2. **TARGET GROUP(S):**

   i.   Persons involved in the delivery of a high impact OSH related presentations.

3. **ENTRY REQUIREMENT(S):**

   i.   None.

4. **TOPIC(S):**

   i.   Requirements of High Impact Presentation.
   ii.   Techniques of Building Presentation Confidence.
   iii.   Planning for High Impact Presentation.

5. **LIST OF REFERENCE BOOK(S):**

   i.   Occupational Safety and Health Act 1994.

6. **LIST OF TEACHING AID(S):**

   i.   LCD projector.
   ii.   Computer.
   iii.   White board with accessories.
   iv.   Flip chart with accessories.

7. **LIST OF CLASSROOM ACTIVITIES:**

   i.   Lecture.
   ii.   Discussion.

COURSE TITLE: HIGH IMPACT OSH PRESENTATION SKILLS

DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0900 – 1030	1.50	Requirements of High Impact Presentation	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Know your Audience (Group Discussion)	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Techniques of Building Presentation Confidence	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Do's and Don'ts in a Presentation (Group Discussion)	
	6.50	**END OF DAY ONE**	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Recording & Reviewing Presentation	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Planning for High Impact Presentation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Individual High Impact Presentation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	**END OF THE COURSE**	