

REQUEST FOR PROPOSALS

APPOINTMENT OF A SERVICE PROVIDER FOR PRESENTATION SKILLS TRAINING FOR TOURISM KWAZULU-NATAL x 3 EMPLOYEES



TERMS OF REFERENCE

1. BACKGROUND

Tourism KZN is responsible for the development, promotion and marketing of tourism for the province. The organisation is accountable to the Provincial Department of Economic Development, Tourism and Environmental Affairs and was established in terms of the KwaZulu-Natal Tourism Act, 1996, as amended by Act No. 2 of 2002.

To this end, the organisation seeks a suitably qualified service provider to undertake the training process for 3 x employees AT TKZN. The service provider will administer the entire training process as well. This will be classroom based training, at the site of the service provider.

2. SCOPE OF WORK

Proposals must detail the following cost breakdown:

- > Modules to be covered in the training.
- > Learning material needed.
- > Manage the training
- > Providing attendance registers and certificates for the training

3. LEARNING OUTCOMES:

Learning outcomes should include but not limited to:-

COURSE OBJECTIVE

To equip individuals with the skills needed to make clear, logical and well-organised presentations.

- 👍 Overcoming nerves.
- 👍 Defining the aims and selecting the material.
- 👍 Researching the audience.
- 👍 Language, tone and timing.
- 👍 Organising the order of the presentation.
- 👍 The persuasive process.
- 👍 Visual aids.
- 👍 Handling questions, interruptions and interacting with the audience.
- 👍 This should be interactive sessions

At the conclusion of this course, learners will be able to:

- 👍 Make more effective and dynamic presentations.
- 👍 Use PowerPoint to reinforce presentation critical points.
- 👍 Plan and organise ideas into a logical and well structured presentation.
- 👍 Give a presentation with confidence and skill.
- 👍 Choose presentation media, which matches audience needs.
- 👍 Plan presentations around the needs of the audience.

Stimulating and informal, specific outcomes are achieved through full participation of all learners. Individual exercises and groups discussions to develop interactive skills. Role playing and simulation is encouraged in this training.

Learning material needed

- The service provider will be responsible for providing the learning materials needed.
- Learner guides to be printed and disseminated to delegates

4. SUBMISSION REQUIREMENTS:

- Must provide certificates at the end of training and a signed register
- A detailed outline of the modules that will be offered
- Accreditation and proof of qualifications to offer the training

5. Enquiries

All enquiries must be raised within three days of the briefing communication. No queries will be entertained after that period, except for those related to the completion of the proposal documents.

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CHECKED BY: 