

COGLS9

Make presentations for life sciences related work activities



Overview

This standard covers the competences you need to make presentations, for life sciences related work. This will include establishing the scope of the presentation and how it will need to reflect audience and work practices.

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

The activity is likely to be undertaken by someone whose work role carries out life science related work activities. This could include individuals working in hospitals, scientific laboratories, schools and universities.

COGLS9

Make presentations for life sciences related work activities

Performance criteria

- You must be able to:*
- P1 establish the scope and purpose of the presentation to be delivered within the life sciences environment
 - P2 determine the resources needed to deliver the presentation
 - P3 establish the type and length of presentation that will be required
 - P4 establish if any pre or post presentation information is required to be distributed to the audience
 - P5 establish if you need to align your presentation with any other presentations
 - P6 calculate time to prepare presentation taking account of your current workload
 - P7 prepare presentation to meet the established requirements
 - P8 ensure relevant feedback is incorporated into the feedback and
 - P9 get the presentation signed off by the appropriate people in accordance with policies and procedures
 - P10 ensure you have the resources appropriate for delivering the type of presentation you will deliver
 - P11 deliver the prepared presentation in the correct media for the audience

COGLS9

Make presentations for life sciences related work activities

Knowledge and understanding

You need to know and understand:

- K1 why it's important to understand and keep up with the strategic direction of the life sciences agenda across the UK and globally and how this will influence the organisation
- K2 how to develop internal and external networks within the life sciences community for the area you are working in
- K3 why confidentiality is important within the life sciences industry
- K4 when, whom and how to apply confidentiality
- K5 how your life sciences related work activities affect others within the department, organisation and the community
- K6 the lines of communication and responsibilities in your department, and their links with the rest of the organisation
- K7 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K8 the different types of audience, and how to meet their needs
- K9 the purpose of the presentation, and your key messages
- K10 the time available to make the presentations
- K11 the advantages and disadvantages of different methods of presentation delivery
- K12 the materials that are appropriate to support presentations (such as hand-outs, summary of presentation)
- K13 if pre or post presentation information is required
- K14 how to use the presentation equipment
- K15 how you might need to tailor your presentation if other people are presenting
- K16 the questions you might expect to receive as a result of the presentation
- K17 factors that can affect or influence the impact of a presentation (such as room configuration, audio-visual systems (including microphones), dress code)
- K18 the venue health and safety considerations to be taken into account at any presentation
- K19 who the appropriate people are to sign off the presentation

COGLS9

Make presentations for life sciences related work activities

Developed by Cogent

Version number 1

Date approved February 2013

Indicative review date February 2018

Validity Current

Status Original

Originating organisation Cogent

Original URN COGLS9

Relevant occupations Associate Professionals and Technical Occupations; Science and mathematics; Science; Science and Engineering Technicians; Professional Occupations; Science Professionals

Suite Life Sciences 2013

Key words Life sciences; workplace; presentations; equipment; resources
