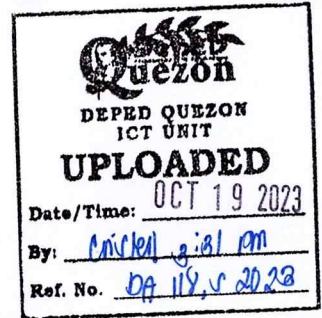




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**DIVISION ADVISORY NO. 118, s. 2023**

October 13, 2023

In compliance with DepEd Order (DO) No. 8, s. 2013, this advisory is issued not for endorsement as per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, and the concerned public.  
(Visit [www.deped.gov.ph](http://www.deped.gov.ph))

**VIRTUAL WORKSHOP- PRESENTATION SKILLS FOR THE PUBLIC SECTOR**

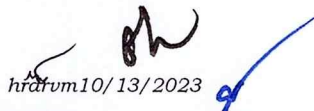
In reference to the invitation of **Government Exchange** dated **October 5, 2023**, in relation to the conduct of Presentation Skills For The Public Sector, this Advisory is issued for the information of civil servants and public sector organization which aims to equip with necessary skills to write and deliver presentation effectively.

Interested participants are hereby advised to see the attached document for other pertinent information in relation to the said activity.

Please be advised that participation to the aforesaid training should be **voluntary**, and related cost which may be incurred by the participants shall be on **personal expense** or sourced from a **legitimate local government unit donor**.

Participants are also reminded to **strictly observe Time-On-Task Policy**, and **strict compliance to No Disruption of Classes Policy of the Department as stipulated in DepEd Order No. 09, s. 2005**. Interested personnel are further advised to submit a letter informing the Schools Division Office through the Human Resource Development (HRD) Section regarding their participation to the said activity.

Please be guided accordingly.

  
hrd/um10/13/2023

DEPEDQUEZON-TM-SDS-04-011-003



*"Creating Possibilities, Inspiring Innovations"*

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Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

## Professional Certificate: Presentation Skills for the Public Sector

General <info@governmentexchange.co.uk>

Thu 10/5/2023 1:40 PM

To:DEPED QUEZON <quezon@deped.gov.ph>

 Government Exchange

## Presentation Skills For The Public Sector

### Virtual Workshop

**Government Exchange** would like to invite you and your colleagues to participate in the upcoming new "virtual" open course on [Presentation Skills for the Public Sector](#), which will take place on **Thursday 23rd October 2023**.

The Professional Certificate in Presentation Skills offered by Government Exchange is designed to equip civil servants and other public sector organizations with the necessary skills to write and deliver presentations that effectively engage and persuade their audience. Effective communication and presentation skills are essential for achieving success in the workplace, and this course will provide you with the necessary tools and techniques to deliver powerful presentations that inform, inspire, and captivate your audience.

This course will cover topics such as preparing presentations, presenting effectively, using supporting materials, and delivering presentations. By the end of the course, you will have the confidence and capability to deliver effective presentations that have a lasting impact on your audience.

#### Learning Outcomes

As a result of attending this course, you will:

- Be able to draft a presentation with a clear objective
- Consider the most suitable ways of influencing the audience
- Understand the two key things to balance in a presentation
- Be more confident in delivering a presentation
- Be able to make good use of supporting materials such as slides

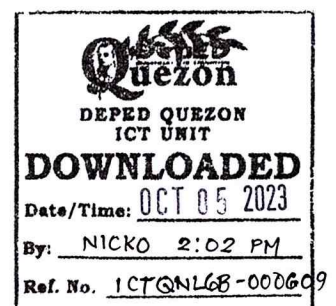
#### Key Sessions in the programme

##### Preparing Presentations

- Creating a clear outcome
- What will resonate with the audience?
- How much material/content to include?
- Structure – getting the opening, middle and end right
- Including ethos, pathos, logos in the presentation content
- Options for supporting materials

##### Presenting Effectively

- How to get into a confident state for delivery
- The two things you need to balance in order to be compelling
- Pace, volume, breathing and other delivery considerations
- Using body language effectively
- Making the audience feel involved
- How much difference does presenting in person and online make?





Click [LINK](#) for full programme

### Government Exchange

GE has long been a leading provider of training solutions with an exceptional reputation for delivering high quality. All our courses are led by highly experienced trainers that have a track record of delivering training to the very highest standard. Our trainers have personal experience of working at the highest level of either Parliament, Government or the Civil Service, enabling them to give a genuine insight into the subject matter.

### Standard Fee and Group Bursary:

We can now offer all learners registering for the virtual workshops a standard rate of £570+ VAT per place.

If you would like to join the Presentation Skills for the Public Sector 'Virtual' Workshop - please click on link for registration form. [LINK](#)

For more information on part Bursary Savings on individual and group applications, please call **020 3137 8632** or email [enquiry@governmentexchange.co.uk](mailto:enquiry@governmentexchange.co.uk)

Please feel free to circulate this information on to any relevant colleagues, and do not hesitate to contact us should you wish to register or require any assistance.

### Upcoming courses for 2023:

[Professional Cert in Understanding & Working with the Illegal Migration Act 2023 - 17/10/2023](#)

[Stakeholder Management For The Public Sector - 20/10/2023](#)

[Presentation Skills for the Public Sector - 23/10/2023](#)

[Writing a Strategy - 24/10/2023](#)

[Principles of Policy Advice: Submissions & Briefings Masterclass - 30/10/2023](#)

[A Guide to Strategic Thinking - 30/10/2023](#)

[Policy \(1\) & Policy \(2\) - 30/10/2023 - 31/10/2023](#)

[Essential Writing Skills For The Public Sector - 31/10/2023](#)

[Policy Making in Practice – 02/11/2023](#)

[Introduction to Parliamentary Select Committees 10/11/2023](#)

[Parliamentary Process – 14 /11/2023](#)

[Negotiation & Influence - 14/11/2023 - 15/11/2023](#)

The Government Exchange Team

**E-Mail:** [enquiry@governmentexchange.co.uk](mailto:enquiry@governmentexchange.co.uk)

**Phone: 020 3137 8632**

If you do not wish to receive further information regarding GE events then please [click here](#)