



MAINTAIN AND ADAPT ORAL COMMUNICATION UNIT STANDARD: 8962



Course Information



Qualification Title	National Certificate: New Venture Creation (SMME)
Course Title	Maintain and adapt oral communication.
Course Level	2
Course Credits	5
Course Duration	Three days
Cost of Course	Refer to Training Schedule

Course Overview

This course will be useful to learners who need a sound foundation of spoken language ability for further language growth, and for application in real life contexts. Learners talk confidently in both formal and informal contexts and actively listen for ideas and information in interactions with other people. They are aware of the ways others speak to influence listeners and audiences. In conveying their ideas and information they select language and a register that is accessible to their audience and fit for their purpose.

Maintain and adapt oral communication

<p>Who Should Attend?</p>	<ul style="list-style-type: none"> • Employees who want to improve communication skills. • Entrepreneurs • Those who would like to complete the qualification
<p>Course Objectives</p>	<ul style="list-style-type: none"> • use a variety of strategies to maintain communication. • adapt speech to accommodate cultural sensitivities without losing own meaning. • use knowledge of language structures and conventions to shape or decode meaning of unfamiliar vocabulary or constructions. • organise and present information in a focused and coherent manner. • identify and explain how speakers influence audiences.
<p>Benefits</p>	<ul style="list-style-type: none"> • listen for information and enjoyment, and respond appropriately and critically in a wide range of situations; • communicate confidently and effectively in spoken language in a wide range of situations.

Course Content

Course Modules

1. Organise and present information in a focused and coherent manner.
2. Use knowledge of language structures and conventions to shape or decode meaning of unfamiliar vocabulary or constructions.
3. Communicate effectively.
4. Adapt speech to accommodate socio-cultural sensitivities without losing own meaning.
5. The effects of combining the spoken word with visual features and body language

Certification and Assessments

- All delegates who complete the summative assessment will be assessed, moderated and receive the SOR (Statement of Results) then the certificate of competence from WWiSE or SETA if it's a qualification

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions and systems implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental, Risk and Quality (SHERQ) management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes:

- ISO and SHERQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001 and ISO 45001 standards.
- Integrated Management Systems development whereby we integrate several business systems and quality management solutions into a single management system to comply with various quality and safety standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business and Project Management to meet the job responsibilities and expertise requirements of International Standards.
- ISO and Legal auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training and auditing.