

Train the Trainer and Presentation Skills (R) – List of courses and detailed course outlines



#	Train the Trainer and Presentation Skills (R)
R01	Oral Presentation Skills
R02	Train the Trainer
R03	Creating a Great Webinar
R04	Interactive Presentations
R05	Selecting and Briefing Speakers
R06	Facilitation Skills
Rxx	Other courses available on demand

Other courses are available on demand. Classroom delivery can be complemented by mentoring and/or coaching as well as technical support when required.

For more information, the following pages contain a detailed course outline of each course.

Course Title: R01 - Oral Presentation Skills

Course Length: 2 days

Maximum Number of Participants: 12 (Ideal 5-9)

Course Objectives:

The purpose of this 2-day workshop is to provide participants with the ability to apply the principles and techniques of oral presentation skills. Participants will be able to:

- Identify the characteristics and the components of effective oral presentations;
- Identify the purpose, the objective and the audience of oral presentations;
- Group and order the information contained in the oral presentation; and,
- Deliver more effective oral presentations.

Course Content:

Key aspects of the course content:

1. Setting the objective of the oral presentation;
2. Analysing the audience;
3. Preparing the preliminary plan;
4. Selecting the relevant material;
5. Organizing the material & the audio-visual support;
6. Practicing (using current technology, review ways to control nervousness, how to handle questions, and use of voice and body language);
7. Setting up the room.

Target Audience:

Individuals who wish to enhance their oral presentation skills. You will learn how to use your nervousness as a source of energy. You are taken step by step through careful preliminary planning and organizing to selecting the most effective visual aids.

Methodology:

The workshop is comprised of theoretical lectures by the instructor (approximately 35%), preparation and actual oral presentations by the participants followed by feedback provided by both the participants (audience) as well as by the instructor (approximately 65%).

Expected Results:

Participants will be able to give more effective oral presentations by using the skills and the techniques acquired during this two-day workshop.

Course Title: R02 - Train the Trainer

Course Length: 3 days

Maximum Number of Participants: 16 (ideal 4-8)

Course Objectives:

This “Train the Trainer” workshop will increase participants’ ability to better conduct classroom instruction. Specifically, it aims to provide participants with the abilities to prepare and deliver training sessions, train colleagues to develop and deliver training sessions in order to achieve work-related objectives and functions.

At the end of this workshop, participants will be able to:

- Explain the basic principles of adult education;
- Establish the framework for the design and delivery of a training program;
- Identify the main elements of a training program;
- Demonstrate / deliver a learning session;
- Respond to participants’ conflicting training needs / expectations; and,
- Evaluate if objectives were met.

Course Content:

1. Adult education principles;
2. Systems Approach to Training process;
3. Delivery techniques;
4. Focusing on the main elements of a training session;
5. Dealing with participants whose training objectives are somewhat incongruent with the workshop’s training objectives;
6. Building on current technologies in the use of audio-visual aids;
7. Design and implement relevant evaluation and validation tools.

Target Audience:

This workshop is aimed at individuals who are required to deliver classroom presentations geared to Principles of adult learning.

Methodology:

Current adult education practices widely favour an “experiential” approach which includes straight forward instructional techniques, individual / sharing / plenary sessions as well as “descriptive feedback sessions”. Learning from one’s experience and the experience of colleagues is key to the success of this workshop. A comprehensive feedback / observer’s rating guide will be the cornerstone to the learning and the acquisition of the knowledge and skills of the trainer. Simulations & feedback sessions are also part of the methodology via observation sheets.

Expected Results:

By taking this workshop, participants will inherit a high degree of self-confidence in their approach to the design and delivery of a training session. A thorough process of self-awareness in one’s ability to deal with a variety of training session realities will undoubtedly enhance participants’ enthusiasm and drive in the training experience.

Course Title: R03 - Creating a Great Webinar

Course Length: 1 day

Maximum Number of Participants: 24 (ideal 12-18)

Course Objectives:

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let's review our goals for today.

- Define webinars and their purpose;
- Choose the best formats;
- Prepare for webinars;
- Avoid common mistakes;
- Understand how to interact with the target audience;
- Follow up successfully.

Course Content:

1. What Can a Webinar Do;
2. Successful Webinar Criteria;
3. Find the Right Format;
4. Marketing and Social Media;
5. Leading up to Your Webinar;
6. Drive Up Registration;
7. Interacting with Your Audience;
8. Mistakes to Avoid;
9. Post Event.

Target Audience:

All employees that might be involved in a Webinar presentation.

Methodology:

Through the use of exercises and demonstrations, participants will practice the techniques and tools presented. Our experiential approach to learning ensures that each activity is based on the transfer of knowledge and skills within and, beyond the classroom.

Expected Results:

Creating a Great Webinar is all about providing a great interaction between the presenter and the audience. Your participants will develop the skills needed to promote, host, or facilitate a great Webinar for your organization. Sharing your passion and knowledge with a Webinar is the best way to reach many with the power of one.

Course Title: R04 - Interactive Presentations

Course Length: 1 day

Maximum Number of Participants: 24 (ideal 12-18)

Course Objectives:

- Plan a presentation using three important steps;
- Plan and implement dynamic presentations that include attention-grabbing openers and compelling conclusions;
- Minimize distracting presentation habits;
- Control your nervousness;
- Use visual tools effectively to enhance their message (Power Point, etc.);
- Involve your audience in your presentation to convince and sell your message (10 techniques);
- Ask questions that stimulate thinking;
- Handle questions and answers with confidence;
- Manage problematic situations/participants;
- Introduce & thank speakers;
- Learn five ways to stimulate participant's motivation;
- Create a list of action ideas you could use in your next presentation.

Course Content:

1. Introduction / expectations;
2. Platform Skills;
3. Dealing with nervousness;
4. Use of visual tools;
5. Planning the presentation;
6. Planning the introduction;
7. Practicing the introduction;
8. Planning the body of the presentation;
9. Planning the conclusion;
10. Practicing the body and the conclusion;
11. Handling questions;
12. Handling difficult situations/participants;
13. Involving the participants;
14. Practicing presentations involving difficult participants;
15. Conclusion, evaluation and action plan.

Target Audience:

All employees who wants to increase their visibility and credibility using more leadership when presenting and managing meetings.

Methodology:

Exercises, practice with actual presentations, with the working team and feedback from colleagues as well as the facilitator.

Expected Results:

Participants will walk away from this session with new, easy to apply techniques that can be used immediately in their next presentation.

Course Title: R05 - Selecting and Briefing Speakers

Course Length: 1 day

Maximum Number of Participants: 24 (ideal 12-18)

Course Objectives:

This one day training program has been designed to provide participants with the basic knowledge and skills they need to ensure they select and brief speakers effectively to achieve their business objectives and the audience learns something new and relevant to their job. At the end of this workshop, you will be able to:

- Determine the 3-5 most critical characteristics to look for when selecting a speaker;
- Use and practice a 5 steps process to effectively brief speakers;
- Plan and implement strategies to capitalize on the learning that occurs at the event;
- Solve problems, such as late arrival of the speaker;
- Gather the needs & questions of the target audience before the event;
- Set SMART, strategic business and learning outcome objectives for their events;
- Simulate and practice difficult situations;
- Presenting and thanking the speaker;
- Offer tricks and tools to the speaker if using a PowerPoint presentation;
- Evaluate results in light of the objectives established.

Course Content:

1. Introduction and expectations;
2. Screening and selecting appropriate speakers;
3. 5 steps process to effectively brief speakers
4. Setting SMART strategic objectives;
5. Information to share ahead;
6. Checklist for monitoring;
7. Presenting and thanking the speaker;
8. Evaluation;
9. What if...;
10. Scenarios (group work);
11. Conclusion.

Target Audience:

Employees, managers, supervisors who need to ensure their speakers are meeting the needs of the audience.

Methodology:

Individual and team work. With feedback during plenary sessions.

Expected Results:

Participants will be able to select and brief speakers effectively, avoid last minute surprises and ensure that the people attending feel the event was a good use of their valuable time.

Course Title: R06 - Facilitation Skills

Course Length: 1 day

Maximum Number of Participants: 24 (ideal 12-16)

Course Objectives:

At the end of this workshop, participants should be able to:

- Define facilitation and identify its purpose and benefits;
- Clarify the role and focus of a facilitator;
- Differentiate between process and content in the context of a group discussion;
- Provide tips in choosing and preparing for facilitation;
- Identify a facilitator's role when managing groups in each of Tuckman and Jensen's stages of group development: forming, storming, norming, and performing;
- Identify ways a facilitator can help a group reach a consensus: from encouraging participation to choosing a solution;
- Provide guidelines in dealing with disruptions, dysfunctions, and difficult people in groups;
- Define what interventions are, when they are appropriate, and how to implement them.

Course Content:

Various modules cover the following subjects:

1. Understanding facilitation;
2. Process versus content;
3. Laying the ground work;
4. Tuckman and Jensen's Model of Team Development;
5. Building consensus;
6. Reaching a decision point;
7. Dealing with difficult people and addressing group dysfunction;
8. Intervention techniques.

Target Audience:

Present and future facilitators wishing to improve their skills at facilitating group activities.

Methodology:

Participants will practice the techniques and tools presented. Our experiential approach to learning ensures that each activity is based on knowledge and skills beyond the classroom.

Expected Results:

The participants will have a better understanding of facilitation as a skill set in itself. They will develop the confidence and the techniques necessary to facilitate group discussions.