



COURSE DURATION 3 - DAYS

This course consists of tutor presentations, group discussions/ exercises and individual work on a training session or presentation.

THE COURSE IS FOR

Personnel from a range of backgrounds who either have or are about to have some responsibility for providing training sessions in a workplace context.

Personnel who are interested in applying for promotion and want an accredited qualification to enhance their CV's. Personnel who are looking to improve their current presentational skills.

INTENDED LEARNING OUTCOMES

Candidates will:

- » Understand good practice in presentation delivery; and
- » Be able to plan, deliver and evaluate a short presentation

COURSE CONTENT

- » Benefits of training and barriers to training;
- » Training Cycle;
- » Training Needs Analysis;
- » Training Methods;
- » Learning Ladder and Learning Styles;
- » Planning a training session;
- » Communication Skills including questioning and receiving feedback;
- » Managing a group discussion;
- » Managing difficult people and/or situations;
- » Providing proof of learning; and
- » Delivering a short presentation/training session.

PRE-REQUISITES

This course is for people who have or are about to have some responsibility for providing training sessions in a workplace context or delivering presentations to customers/clients.

COURSE OBJECTIVES

Attendees:

- » will be aware of their own presentational skills and competences
- » will know and understand different presentational techniques
- » will be able employ some of the principles of best practice presentational skills
- » will be able to demonstrate presentational skills in a training session

VENUE

This course can be delivered in-house or at external training venues at times suitable for the training and development needs of your workforce. To discuss dates and venues please contact Jigsaw Project Management Solutions.



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