



INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

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THE FACILITATION & PRESENTATION SKILLS WORKSHOP

Duration: 12 hours

This 2-day workshop is designed for persons who are new to learning and development or trainers who need a refresher's course in corporate facilitation and course presentation.

The workshop will focus on the process involved in assessing training needs; designing, developing and delivering training; using visual aids; the trainer as facilitator; and evaluating training. Participants will be required to create and deliver a short training session and will benefit from peer evaluation.

Course Content

- An Introduction to Training
- Conducting a Needs Assessment
 - The Needs Assessment Process
 - Developing an Action Plan
 - Assessing Participants' Knowledge, Attitudes, and Skills
- Understanding Adult Learners
 - Understanding How And Why People Learn
 - Application of Learning Principles
- Training Styles: A Brief Overview
- Designing Training
 - Writing Instructional Objectives
 - Writing an Instructional Plan
 - Instructional Methods
 - Developing Materials
 - Selecting, Designing, and Developing Active-Training Methods
- Delivering Training
 - Creating a Positive Learning Environment
 - Presentation Techniques/Skills
 - Experiential and Active-Training Techniques
- Using Visual Aids
- The Trainer as Facilitator
- Evaluating Training

Maximum number of participants: 20