

Presentation Skills for Trainers

Objective of the Session

Purpose: Engage in meaningful discussion regarding training

Objectives: To learn about training techniques, and presentation skills

Benefits: Increase skills, development in the area of training

Agenda

- Ice Breaker
- Identify characteristics of an effective presenter/trainer
- Review various training methods
- Purpose and Objective of training
- How to structure a training session
- Physicals skills used by trainers
- Tips for Reducing Anxiety

What are the characteristics
of an effective Presenter/
Trainer?

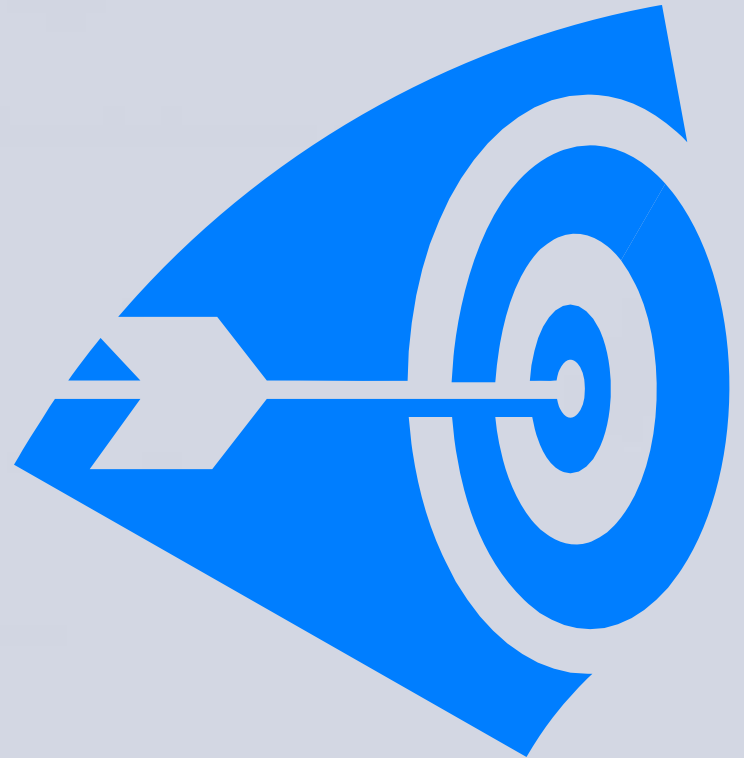
Brainstorm

Training Methods

- Lecture
- Assigned Readings
- Inclusion Activities
- Written Exercises
- Group Discussions
- Demonstration
- Simulations and Role Play
- Case Studies
- Pre-Work/Home work
- Reports/Presentations by learners
- Videotapes and slide shows

Purpose of Training

The purpose of training is the overall reason goal for the training: i.e., learning a new skill, teach a new recipe, etc.



Objectives

- Observable, behavioral and measurable
- What the learner will be able to do
- Always written from learner frame of reference

Parts of an Objective

- Conditions
- Who
- Behavior
- Standard

Benefits

Always answer the question:

What's in it for me?
(W.I.I.F.M.)

What am I going to
get out of this?



Structure of a Training Session

- Use an attention-getting opener (Story, metaphor, provocative question, video, etc.)
- Introduce yourself, the topic, and describe your background and experience with the topic
- Present the Purpose, Objectives and Benefits Statements
- Conduct the training session
- Use techniques that will involve learners
- Summarize, referring back to your Purpose, Objectives and Benefits

Use visual aids to support your training.

Physical Skills - Eyes



- Convey credibility, authority, interest and involvement
- Reduces your nervousness
- Make eye contact for 3 – 5 seconds

Hands

- Gestures support your message
- Use hands to show shape, size, movement and spatial relationships
- Find a neutral place
- Exaggerate your gestures



Body

- Stand up straight
- Shoulders back
- Align hips over knees and feet
- Keep gestures above your waist
- Dress appropriately

Voice

- Pace
- Inflection
(Emphasis)
- Tone (Attitude)
- Volume



Tips for Reducing Anxiety