

TRAINING

Adult learning theory states that lessons need to be applied and evaluated by adults for optimal learning. We integrate this theory into our training by incorporating individual exercises, role-plays, self-assessments, skill practice, teamwork, evaluations, and videotaping. This two-day workshop is presented in a fun and relaxed atmosphere.

OBJECTIVES

At the conclusion of this training program, the managers will be able to:

- Become more effective trainers/facilitators
- Understand how to transfer skills and knowledge to participants
- Increase credibility
- Learn to make training interactive and fun
- Understand how to handle difficult situations
- Develop powerful presentation skills
- Identify ways to apply the training to life

COURSE CONTENT

Icebreaker: Impromptu Speaking

Participants practice and learn techniques to enhance their ability to think on their feet and respond appropriately in impromptu situations. This prepares the newer trainer / facilitator to handle the unexpected.

Exercise: Thinking on your feet

ADULT LEARNING PRINCIPLES

Success in the learning environment is tied to our ability to understand and practice techniques for adult learning.

We discuss and apply the adult learning cycle:

- Present the material
- Incorporate learning activities
- De-brief
- Apply it to life

Participants learn a variety of ways to incorporate the learning cycle into their own personal “style” so that it is natural and fun...

We also identify key Learning Principles, including:

- Adults must see “WIIFM”
- It must contain hands-on learning
- Adults are a valuable source of knowledge – use it
- Adults need variety and fun

We brainstorm and practice ideas for getting the audience involved. Participants will gain a variety of techniques to use for the types of workshops they are facilitating.

Exercise: Participants break into 2 teams and develop a 10 minute training module that incorporates the learning cycle and adult learning principles. The teams are evaluated and given feedback on pre-set criteria. The winning team gains points towards fabulous prizes that will be awarded at the end of the session.

ESTABLISHING LEADERSHIP AND CREDIBILITY

A wide variety of activities and exercises are included in this module. Participants work in groups and as individuals to raise their skill level in the following areas:

- Preparation
- Knowing your material and making it your own without being tied to your notes
- First Impressions are lasting impressions
- Controlling timing and pacing
- Handling problem situations
- Mastering questions and answers
- Being a co-facilitator. How to create mutual understanding and definition around co-facilitation responsibility

EFFECTIVE USE OF VOICE

Effective use of the voice is one way a speaker can enhance his/her style.

Participants learn and understand:

- How and when to use differences in tone, volume, pitch, and rate
- Techniques to eliminate the use of filler words such as um and ah
- Effective use of pauses

Exercise: Articulating for clarity

Exercise: Just a minute – eliminating filler words

Exercise: Bring the quotation to life with your voice – putting passion into your presentation

GESTURES AND MOVEMENT

Many presenters are glued to one spot or move around so much that they make the audience uncomfortable. We demonstrate the effective use of movement as well as natural, but effective gesturing. Participants discuss various nervous gestures that presenters often possess and we discuss techniques for eliminating these habits.

Exercise: Moving out of your comfort zone

OPENINGS, CLOSINGS AND ICEBREAKERS

A variety of options are presented and brainstormed to help open and close the workshop with sizzle and impact. Each participant is also asked to share a favorite icebreaker with the group.

We discuss the critical nature of opening, which includes:

- Starting with pizzazz and catching their attention
- Engaging and connecting with the audience
- Creating buy-in – WIIFM

We emphasize the importance of closing for action and how to make that happen.

Exercise: Opening with sizzle

VISUAL AIDS

Visual aids are a powerful enhancement to a workshop when used correctly. Visual Aids should be used for:

- Key points
- Emphasis
- Clarity

When overused or used incorrectly they can actually detract from the workshop. We review how to coordinate the use of visual aids to flow well with the rest of the workshop. We also discuss setting up your equipment for ease of use.

LEARNING ENHANCEMENTS

There are many ways to enrich the experience, so that participants receive a deeper learning experience. These elements include:

- Role Plays, Case Studies
- Sharing of Best Practices
- Activities and Exercises

In this section, participants explore a wide variety of techniques to successfully implement these learning enhancement activities to advance the level of education and transfer of learning. Participants will explore what to do and not to do when executing these learning activities.

ADDRESSING NERVOUSNESS

In this module, we will diffuse the thoughts and emotions which feed the fear of public speaking. Participants also learn tools and techniques for controlling nervousness before and during a presentation. This might also include material on positive self-imaging.

Exercise: Facing your fears

FINAL PRESENTATION

We conclude the session with the final presentations. Each participant gives a 15 minute training presentation that is video taped. Verbal and written evaluations are given upon completion. Each participant is assured of his/her areas of strength in speaking, and is given two specific areas of opportunity for improvement in their presentation development and/or style.

Closing Exercise: Gift Giving

A powerful way to send each person off with increased confidence by knowing their gifts and strengths as a speaker.

CLASS SIZE

Optimal class size is 6-12 participants.



TEAM LEADER TRAINING

EXPENSES

The Training Edge, LLC will be reimbursed for all reasonable travel expenses for airline and ground transportation, hotel accommodations, meals, parking, tips and shipping of materials.