

'PERFECT' PRESENTATIONS

Duration – 1 Day

AIMS AND OBJECTIVES:

- Identify the role of the Trainer
- Awareness of verbal and non-verbal communication
- Using 'VHF' to Trainer's advantage
- Deliver 'Perfect' presentations
- Provide constructive feedback
- Aware of effectiveness of evaluation

COURSE CONTENT:

- ✓ Role of Trainer
- ✓ Communication skills
 - Verbal, non-verbal
 - Communication failures
- ✓ Types of Learner
 - VHF
- ✓ Preparation
 - Criteria
 - Room layout
- ✓ Presenting
 - Visual aid tips
- ✓ Dealing with difficult participants
- ✓ Evaluation

