

This intensive one-day workshop covers the essentials of designing a training session - including structure, duration, balance of input and participation, handling questions with confidence and assessing what's been learned. It also looks at group dynamics and how to encourage an unresponsive audience to participate.

The course is designed to give all participants the opportunity to present a short training session and receive both written and verbal feedback. The day closes with a short review, and commitment to personal action plans.

**Your Workshop Leader: Tony Bray**

## AIMS OF THE WORKSHOP

By the end of the workshop participants should have:

- a clear idea of how to structure and prepare a training session
- insights into preferred learning styles
- increased confidence in their presentation ability
- a better understanding of group dynamics

## PRE-COURSE PREPARATION

- Delegates will be asked to complete a learning styles questionnaire.
- Delegates prepare a ten-minute instructional/training session on a topic of their own choice. Note - all preparation must be done before the course as there will not be time on the day.
- Delegates reflect on the training sessions they expect to deliver and identify those aspect they feel most/least confident about delivering.

**Please Note:**

*In view of the highly interactive nature of the workshop, a maximum group number of participants is 10.*

## **Outline Programme**

### **Your personal learning objectives**

#### **How people learn**

- The concept of learning styles (pre-course questionnaire activity)
- Discuss the variety of learning styles
- Impact on us as instructors - how we can create effective learning experiences?

#### **Designing a training session**

- Underlying concepts - how to structure a training session.
- Attention span and the impact on the trainer and students.
- The balance of input and participation.
- Group dynamics - attention span and the impact on the session.

#### **Delivering specific training sessions**

- Look at individual sessions in detail - and discuss any issues or concerns.
- How to encourage an unresponsive audience to participate.
- Accelerated learning techniques.
- Handling questions with confidence.

#### **Personal skills**

- Personal presentational skills.
- Confidence and overcoming nerves.
- Refresher: the use of visual aids.
- Managing the venue for best effect.

#### **Skill practice sessions**

The afternoon will be dedicated to practical skills development where each participant has an opportunity to deliver his/her previously prepared 10-minute session. Following each session, the observers give verbal and written feedback.

#### **Review**

- Delegates review the course - what have been the key learning points?
- Refer back to the list of personal learning objectives - what's been achieved?
- Commit to personal action points.

#### **Close of Workshop**



COMMUNICATE

80 GRANGE LOAN EDINBURGH EH9 2EP UK – SCOTLAND • tel: + 44 (0)131 667 4587

website: [www.communicate-consultants.com](http://www.communicate-consultants.com) • e-mail: [info@communicate-consultants.com](mailto:info@communicate-consultants.com)