

Course Title	Presentation Skills	Duration	Two Days	Management
Outcomes	By the end of this training, your delegate will : <ul style="list-style-type: none"> ✓ know how to design quality sessions for in-house or external delivery ✓ understand how to design easy to use handouts ✓ become more confident as a presenter ✓ know how to maximise involvement in a training event 			
Prerequisites	None			
<i>NB : This course forms part of a BTEC qualification and includes delegate assessment during the course. You will be required to complete some pre-course work prior to attending this event.</i>				
Session	Aim	Content		
Introduction	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none"> ◆ Introductions ◆ Understand the objectives and the process of the course ◆ Agree what outcomes are required 		
Maximising involvement	To know how to maximise involvement in a training event	<ul style="list-style-type: none"> ◆ How to start a presentation ◆ The learning cycle ◆ Edgar Dale and learning experience 		
Confidence	To become more confident when presenting a training session	<ul style="list-style-type: none"> ◆ Neuro Linguistic Programming ◆ Effective language use ◆ Techniques and visual aids ◆ Learning styles 		
Designing a Training Session	To know how to design quality sessions for in-house or external delivery	<ul style="list-style-type: none"> ◆ Briefing sessions ◆ Press releases ◆ Exercise design ◆ Planning a session 		
Handouts	To understand how to design easy to use handouts	<ul style="list-style-type: none"> ◆ Good handouts ◆ Memory and retention ◆ The ARCS system 		
Book this course now :				
Cost	Price Code E			
To book this event	ITS Training (UK) Ltd, 21/22 Oliver House, 23 Hall St, Chelmsford, Essex. CM2 0HG Tel: 08454 300 262 e-mail: bookings@its-training-uk.com			