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Train the Trainer -

# PRESENTATION & INSTRUCTING SKILLS

for Engineers & Technical Professionals



## YOU WILL LEARN HOW TO:

- deliver outstanding technical training
- make powerful and convincing presentations
- understand technical training principles and levels of involvement
- overcoming learning barriers in the technical classroom
- evaluate, assess and address audience needs and requirements
- develop effective communication skills
- use appropriate body language and voice projection to reach your training objectives
- design effective and easy to use technical course material
- systematically design and develop effective and powerful technical instructional presentations
- integrate text, graphics, audio and video elements into your presentation
- satisfactorily answer questions and offer solutions to common problems
- handling difficult situations

## WHO SHOULD ATTEND:

- Engineering, technical and business professionals
- Computer specialists and analysts
- Managers and supervisors
- Educators and facilitators
- Researchers
- Course designers
- Non-technical managers and decision-makers
- In-house trainers who want to organise and present training workshops
- Trainers who need a refresher course on presentation skills
- Anybody who wants to improve their public speaking, presentation or training skills or who needs to train groups of people effectively and efficiently



*Technology Training that Works*

## THE WORKSHOP

"What I hear, I forget. What I see, I remember. What I do, I understand." (Confucius) This course is designed to equip you with the skills required to become an effective and consistent technical instructor. Ever changing and complex technology requires a constant need of technical training, which can be quite intimidating.

An effective technical instructor needs a combination of technical skills and presentation abilities to help delegates overcome technical barriers. During this course, you will be guided on how to overcome the fear of speaking in public and addressing technically skilled delegates, how to deliver spellbinding presentations and employ practical, memorable and clear instruction methods. Learning must be challenging, encouraging, reflective and entertaining. It requires both the instructor and the participant to listen, to understand, to agree and to do.

This is a highly interactive two-day workshop that provides delegates with hands-on opportunities to prepare, organise and deliver effective and powerful technical presentations. Delegates will be shown techniques to arouse and maintain participants' attention, effectively convey information, actively involving the audience, demonstrating concepts and creating powerful visual presentations.

We will show you what to do before a technical training session, how to start a technical training session and what to do during, at the end and after the training session.

### PRE-REQUISITES

A technical background with practical skills is required to convey the know-how and provide training in a technical environment.

## PRACTICAL SESSIONS & DISCUSSIONS

This workshop contains 7 practical sessions and discussions:

- Handling cultural differences in your working environment
- Use tone and pitch to change emphasis, inflection, interpretation and emotion
- What signals do you send out with your body language
- Identify your presentation weaknesses and strengths
- Impromptu technical presentations
- Rephrasing questions and supplying answers
- Creating PowerPoint slides

## THE PROGRAM

### Day One

#### SECTION A

##### TRAINING

- Introduction to technical training

##### ELEMENTS OF TRAINING

- Communication
- Listening
- Learning techniques

#### SECTION B

##### THE TRAINEES

- Audience analysis
- Cultural diversity
- Training environment

#### SECTION C

##### THE INSTRUCTOR

- Handling anxiety and calming nerves
- Voice
- Language

##### THE SECRETS OF SUCCESSFUL INSTRUCTORS

- Attributes and characteristics
- Physical appearance
- Non-verbal language

### Day Two

#### SECTION D

##### THE PRESENTATION

- Preparation
- Successful training with impact
- The introduction
- Conclusion

##### INSTRUCTOR/DELEGATE RELATIONSHIP

- Time management
- Supporting material
- After the workshop
- Participatory exercises
- Questions and answers
- Myths

#### SECTION E

##### VISUALS AND ELECTRONIC EQUIPMENT

- Integrating text, graphics, visuals and audio to structure powerful presentations
- Using PowerPoint to maximise impact

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*Written material was about the best I've seen for this type of course; the instructor was able to set an excellent pace and was very responsive to the class.*

John Myhill

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## ON-SITE TRAINING

- ✓ **SAVE** over 50% by having an IDC workshop presented at your premises.
- ✓ Customise the training to **YOUR** workplace.
- ✓ Have the training delivered when and where you need it.

Contact us for a **FREE** proposal.