

# Developing and Presenting Successful Training for Non-Training Professionals

Course Length: 1 Day

## Who should attend?

This course is intended for participants who are familiar with Microsoft Office Visio 2003.

## Prerequisites

Microsoft Office Visio 2003 - Level 1

## Course Description

You may have spent years honing your skills and developing expertise in a subject area. Your colleagues recognize the depth of your knowledge and your keen ability to zero in on problems and elegantly resolve them. But now you've been thrust into a training role—you are not only required to exercise your skills, but communicate your knowledge to others. For many who assume a training role, that transition is not easy. Training involves a specific set of skills that an expert in a particular field may not possess. In this course, you will learn how to develop and present successful training.

**Course Objective:** You will develop and present successful training.

**Target Student:** Anyone expected to provide training to an audience, especially those who may not have previous training experience.

**Prerequisites:** To profit the most from this course, you should be familiar with common word processing and presentation software packages. In addition, you should consider completing the following Element K business skills courses: Emotional Intelligence, Presentation Skills, and Basics of Effective Communication.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- identify the training needs of your audience and the business requirements of your sponsor.
- develop your training.
- present your training.

## Course Content

1. **Identifying the Training Needs**
  - Establish the Training Charter
  - Perform a Needs Analysis
2. **Creating Content**
  - Develop Classroom Content



- Write Engaging Instructional Material
- Develop Activities
- Develop Assessments
- Develop Visuals

### 3. Presenting Your Training

- Assess Your Strengths as a Trainer
- Present Your Classroom Training
- Manage Your Classroom Training
- Present Your Remote Training
- Improve Your Training

**Appendix A: Activity: Establishing Your Training Charter**

**Appendix B: Needs Analysis Report Template**

**Appendix C: Sample Training Outline**

**Appendix D: Activity: Writing Engaging Instructional Material**

**Appendix E: Activity: Developing Activities**

**Appendix F: Activity: Presenting Your Training**

**Appendix G: Activity: Presenting Your Remote Training**

