

Train the Trainer - successful presentations

Conducting successful trainings is an artistic act. In this course you will learn the basic tools to effectively design appealing training courses and seminars. Following this course you will be able to initiate interactions and hold technical presentations in a confident and competent way. You will be able to apply a vast range of presentation techniques, which will generate a maximum of interest in your audience. The course includes a practice day in which the participants have the chance to demonstrate what they have learnt by holding presentations. Alternatively the participants have the opportunity to apply the acquired techniques in their live environment, accompanied and supported by a trainer.

Target Group / Requirements

The target group of this course are trainers, managers, project managers and team leaders who often have to hold technical presentations. Some experience of presentations would be an advantage.

Course Content

Some basical didactics

- Schemes
- The SEW-principle
- How do people learn

Course (file) development

- Setting goals
- Course development process
- Creating PowerPoint presentations

Preparation and presentation

- The direction plan
- Tips & Tricks
- Speaking and writing

From A to Z: start and finish

- The very first ten minutes
- The course evaluation

Making it (more) interesting

- What does it mean – interesting?
- Variation, interaction, linking information

Repetitions

- Repetitions are boring
- Repetitions are necessary
- Repetitions are interesting

Course Duration:

3 days

Course Number:

T1000

Requirements:

Some experience of presentations

Dealing with questions

- Accepting and acknowledging
- Classify
- Answer

Learning environment

- The trainer / presenter
- Nonverbal communication
- Learning environment

Exercise: giving presentations

As an alternative on the last day, the course participants can be accompanied by an experienced trainer in their own presentation environment, e.g. in their own courses.

Certification

Certificates are given to all participants at the end of the course about the successful completion.

Course Registration:

Please contact us via

- phone: +49 89 1894354-0
- email: training@tfk.de or
- via our website www.tfk.de/training

You will receive a confirmation of your registration. We can also advise you concerning the best combination of course contents.

For clients with special requirements the optimal training concept can be customized. Modules from our training portfolio can be combined to meet your company-specific needs.