

## Presentation Skills Workshop for Trainers

**Aim:** To provide a practical workshop for trainers on how to deliver training using the organisation's new webinar technology.

**Format:** The training day will consist of information and advice in the morning session. In the afternoon participants have the opportunity to put into practice the advice and information discussed in the morning session. Each participant will complete 4 separate recordings and have the opportunity to implement any feedback in the successive recordings

**Participants:** 6 trainers from the all areas of the organisation

**Pre Requisites:** Attendees will be expected to complete the pre work as outlined below. The attendees with the exception of one have no prior experience in the delivery of online training but have at least five years' experience in traditional classroom training.

**Outside of scope:** The day will not cover pedagogical approaches for webinars. This will be covered in a separate session

**Learning Objectives:** At the end of the workshop trainers will

- Understand how to use the technology to record a broadcast
- Understand how to use the technology to deliver live training
- Understand how to use autocue
- Understand what clothing, make up and general grooming are required for the medium
- Understand how to prepare clear natural flowing scripts and the importance of pacing
- Be aware of how to cope with nerves prior to or during a broadcast
- Understand how to cope with unexpected challenges
- Understand the criteria for a successful broadcast

### Pre Work

Trainers are required to put together a 3 minute presentation on a topic of their choice. The presentation should be completed in PowerPoint and the script should be in a word document. This should be submitted at least one week before the work shop

### Training Plan (yet to be agreed these are place holders only)

Time	Topic	Requirements
10.00am- 1030am	Welcome and outline of day	
10.30am – 11.00am	Introduction to technology	Laptop Notes
11.00am - 11.30am	Personal Preparation	Make Up Additional Clothes Facilitator slides Flip chart and markers
11.30am – 12.30pm	Scripting	Facilitator hand outs Flip Chart
12.30pm -1.15pm	Lunch	
1.15pm- 2.00pm	First recording and feedback	Speakers Projector

2.00pm-2.15pm	Implement any changes to script	
2.00pm – 2.45pm	Second recording and feedback	Autocue
2.45pm – 3.30pm	Third recording and feedback	
3.30pm – 4.30pm	Final recording and feedback	

### **Facilitation Check List**

- Book training room
- Projector
- Send out invites
  - Trainer
  - Technology Vendor
  - Participants
- Ensure all pre work is complete
- Send list of requirements for day for participants
- Stationary – notepads and pens for all participants
  - Additional flip chart paper
  - Markers
- Clicker for laptop
- Music
- Backdrops