This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Delivering Effective Training Sessions
First Edition

Course Specifications

Course Number: AXO84-014
Course Length: Self Study

Description: Conducting an effective training program demands more than good public speaking skills. This book teaches how to use icebreakers, audio and visual aids, group interaction, and personal style to deliver an effective presentation.

Topic-Level Outline

Part 1: About the Presentation
Conscious Confidence
Fears and Fantasies
Creating the Event: Gathering the Facts
Developing the Presentation: Organizing the Material

Part 2: Rehearsing Your Presentation
Writing the Script
Rehearsing the Presentation

Part 3: It's Your Show
Setting Up the Room
Room Layouts
Mechanical Details
Meeting and Greeting: How to Get a Leg Up
First Fifteen Minutes: Success or Failure
Breaking the Ice
Administrative Issues

TOC Continue…

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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