

advanced presentation and facilitation skills

fmi course number: CM08

Duration

2 x ½ day workshops OR 1 day workshop

.....course overview

The ability to use advanced presentation and facilitation techniques are crucial skills for people delivering information or skill development sessions. Whether the presentations are to peers, to teams, to managers, customers or other stakeholders, effective presentations must be both instructive and engaging.

This very practical course highlights many of the beneficial techniques which can be used to facilitate outstanding workshops. This course also highlights a range of interactive group methods which can be used to encourage involvement and relevance for the participant. These strategies will help you improve your presentations. Whether relatively new to giving presentations or experienced and wishing to further enhance your skills this course will help you in a supportive, fun and friendly atmosphere.

Participants are asked to bring details of a short presentation they would like to develop or improve during the course. Video recording can be used in this course to provide specific and direct feedback.



.....key content

- . The role of the facilitator in the context of developing learning
- . Skills of the facilitator in training situations
- . Group methods used in training

.....what objectives can I achieve?

1. Distinguish between the traditional role of the instructor and the role of the facilitator
2. Identify and implement the key skills needed by an effective facilitator
3. Use a variety of group methods used in training
4. Choose appropriate delivery methods for a given training situation



Who this course is useful for

All people who wish to increase their ability to deliver informative and engaging presentations as part of their role at work.

Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

Assessment

There is no formal assessment in this course but specific feedback is provided on presentations, which is helpful for future presentations.

Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course. Corporate options include an extended three day version, videoed presentations and specific purpose presentations e.g. to customers.

Booking

To book, phone +612 9660 0199

Email fmi to find out how we can help you:
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