

# Training & Presentation Skills for Health and Safety Practitioners

The course will develop a range of participative techniques and presentation skills to increase confidence by providing skills to deliver effective sessions.

## The Course Structure

- Recognized the importance of personal impact, rapport building and professionalism when presenting programs
- Set training objectives and determined the appropriate strategy to meet them
- Demonstrated their understanding of the ways in which people learn and chosen the appropriate learning method and style
- Used appropriate visual aids to support the learning process
- Planned and sequenced a training event to optimize learning and ensure continuing interest from the delegates
- Creating a responsive learning environment through the use of highly developed questioning and listening skills
- Used analogies, their own experiences and those of the delegates to emphasize and illustrate learning
- Used participative learning techniques through the use of discussion leading and the management of focused learning
- Identified a range of techniques for creating the opportunities for interaction and learning by doing
- Demonstrated the skills of observation and feedback
- Discussed and agreed the most effective way of planning the event
- Delivered a short training session in an area relating to the workplace

**COURSE DURATION:** 2 Day Course

## Introduction to Training

What is training?

The distinction between training and learning The skills that professional trainers need

## Designing a Training Course

How people learn

Setting learning objectives

Deciding on the structure

## Planning and Preparing for a Training Session

Sources of material

Choosing an appropriate learning method and style

Creating the right balance between listening and doing

Trainer's notes

Deciding on and preparing visual aids

Designing and using learning experiences (case studies, questionnaires, group exercises, role play, games, etc.)

Practical exercise in preparing a short session

## Presenting a Professional Image

Posture, Body Language Eye

contact

Qualities of the effective voice

Improving articulation Achieving

vocal variety

## Presenting Information

Setting objectives Structuring the

presentation

Getting and maintaining interest

## The Skills of Training

Communication

The importance of the voice and body language

Questioning and drawing out

Active listening

## Running a Training Session

Creating rapport

Gaining participation and involvement

Managing syndicate, individual and group activities

Observing and giving feedback

Dealing with difficult trainees

## Skill Practice

Each participant to run a 20 minute interactive training session on a subject relevant to the training role. Audience and tutor feedback – CCTV

## Planning the Training Event

Sending out invitations Choosing a

suitable venue Room layout

Preparing handouts

Getting the materials together



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