

8:00h	<b>Basic Principles – The Building Blocks</b> <ul style="list-style-type: none"> <li>- Why do organizations train?</li> <li>- What differentiates learning for children and training and development for adults</li> <li>- How do people learn?</li> <li>- Creating objectives that are relevant and appealing to your target audience</li> <li>- Understanding your audience and their specific needs</li> <li>- Sequencing and filtering of information</li> <li>- Building in strategic questions that allow for group discussion</li> <li>- Evaluation and assessment</li> </ul>	<b>Presentations</b>
10:00h	Refreshment break	
10:30h	Implementing an effective training module <ul style="list-style-type: none"> <li>- Compiling the objectives, summary of content and basic equipment, target audience and duration of the course</li> <li>- Target the main learning points and plan how to maximize their impact</li> <li>- Evaluation methodology</li> </ul>	<b>Workshop</b>
12:30h	Lunch break	
13:30h	<b>After Lunch Session</b> <ul style="list-style-type: none"> <li>- Understanding why “death by powerpoint” is the trap many professionals fall into</li> <li>- Unifying your knowledge with your presentation</li> <li>- Shifting the focus from yourself to your audience</li> <li>- The most important secret to being an effective trainer</li> </ul>	<b>Presentations</b>
15:30	Refreshment break	
	<ul style="list-style-type: none"> <li>- 5 basic practices to focus on when delivering training               <ul style="list-style-type: none"> <li>▪ Pausing and gestures</li> <li>▪ Tone</li> <li>▪ Metaphors</li> <li>▪ Effective questions</li> <li>▪ Handling answers</li> </ul> </li> </ul> <b>Closing Session</b> <ul style="list-style-type: none"> <li>- Handling difficult attendees / potentially problematic scenarios</li> <li>- Breaking the mould of the traditional</li> <li>- The power of self-actualization for the attendees</li> </ul>	<b>Workshop</b>