



## PrinceHeron Communications

Providing  
Communications Tools  
for the Workplace

Coaching  
Planning  
Training

Workshops & Seminars

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## Communications Workshops

# Gotta Teach! How to Teach Anyone Anything

### Objective:

To provide participants with the knowledge and skills they need to successfully deliver technical and non-technical training and information sessions to all levels of staff..

### Topics:

- Understanding adult learning concepts, principles and styles
- Creating a non-threatening learning environment
- Developing presentation content
- Presenting with and without PowerPoint
- Delivering group and/or one-to-one training
- Handling difficult or disinterested trainees

### Pre- and Post-Workshop Activities:

- Pre-workshop online survey to determine each participant's teaching experience and readiness
- Pre-workshop assignment to use in the workshop
- Post-workshop online survey to evaluate workshop
- One hour of one-to-one coaching per participant within 30 days of workshop.

### Notes:

- Pre-workshop Assignment will be to prepare a 3-5 minute presentation or demonstration. If participants don't have something they're working on, they can choose something fun like how to do a sport, craft or hobby.
- Participants will experience activity-based training while learning about the workshop topics. They will receive the tools and techniques to develop their own activity-based sessions for any topic or skill they are required to teach.
- Excellent for anyone involved in delivering formal and informal training in the workplace.
- Great alternative to traditional Train the Trainer programs
- One and two day options available

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