

Advanced Innovative Training Techniques

Power Skills for Training Excellence

2 DAY

SMALL GROUP TUITION & COACHING

Personalised tuition from **Brian Greedy**, leading communications coach, award winning speaker and trainer. Risk free, practical and supportive program guarantees new and innovative training skills.

Quality training delivered by a competent, effective presenter is a cornerstone in the pursuit of business excellence in a changing world.

Need for Advanced Skills

Some training delivers superb outcomes with tremendous group energy, whilst other presentations of the same material are ineffective, boring, uninspiring and just plain "ho-hum". Presenters often have access to quality material but lack the personal confidence, techniques and skills to deliver the content effectively.

Basic Training is not Enough

Experience shows that many traditional "Train Small Group" sessions and Cert IV Training and Assessment programs are often not enough. These programs may provide the basics of training through skills in setting program objectives, design, planning and evaluation with entry level skills in presentation. But is this enough?

Professional training needs to turn the delivery into a powerful and memorable learning experience. This calls for creative and innovative techniques to position the professional from the "run of the mill" presenter.

Raising the Bar

This program is for the presenter who seeks to move beyond the delivery of boring, ho-hum sessions. This is for people who want to excel in delivering group centred interactive learning with sessions to inspire action and deliver real results.

Powerful, Practical, Personalised Coaching

This is a two-day intensive skills based program

focusing on the development of quality content and a range of quality delivery processes. You'll receive practical coaching and feedback with lots of ideas on how to make sessions interesting and stimulating. Learn the tricks and traps of professional training facilitation in a highly interactive and powerful learning experience.

Benefits and Payoffs

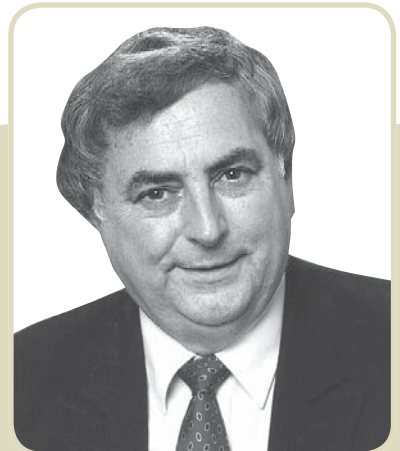
Training can be described as internal marketing to influence business success. Learning is successful if it changes behaviour.

Every participant brings a range of attitudes, values and experiences to learning. Some are highly supportive, others cynical and negative. Learn real skills in managing these issues and to harness the energy of the group to achieve successful outcomes.

Your Content Developed and Enhanced

Bring along your own material to use at the program. Your individual delivery style will be assessed and you'll be given quality advice on how to enhance the learning experience. You'll learn in a non-threatening and stimulating training environment.

You'll communicate more powerfully and confidently with skills you can apply immediately. Reap the benefit and rewards in delivering training that works and stimulates change.



Presented by Brian Greedy

Award winning key-note conference speaker and one of Australia's leading professional trainers in presentation and training delivery skills. Brian works with clients in all states and the UK, each year he delivers over 180 speeches, seminars and workshops.

He brings to this program great experience and outstanding success in presentation and training coaching.

He is the author of acclaimed CD audio learning programs including "Presenting with Power, Punch & Pizzazz" and the professional presenter's resource "The Complete Presenter" and "Advanced Innovative Training Techniques".

**"There are no boring topics, only boring presenters...
Every session can be enhanced with imagination and flair"**

Who should attend?

Managers, Team Leaders, Learning and Development Professionals and Trainers will get practical and proven techniques to use immediately.

Personalised Coaching and Tuition

This is a highly practical small group workshop. To ensure maximum involvement and practical skill development each program has restricted participants. We guarantee results.

Use Brian Greedy in-house

Yes, Brian conducts in-house training and personalised coaching. Any group size and time frame can be accommodated Phone (08) 9204 4123 or email info@briangreedy.com

If you want people to sit up, listen and then take action at:

- ✓ Small group workshops
- ✓ Business retreats
- ✓ Interactive corporate briefings
- ✓ In-house change management
- ✓ Facilitating business improvement groups
- ✓ Group problem solving
- ✓ Technical presentations
- ✓ Public training sessions

This is the program for you!



Brian Greedy
Business Solutions

PO Box 51, Karrinyup WA 6921

Tel (08) 9204 4123

Fax (08) 9204 2005

Email: speaker@briangreedy.com

Web: www.briangreedy.com

Advanced Innovative Training Techniques

All the skills you need for success

PROGRAM CONTENT

Adult Learning Principles with Content & Process

- The key principles of adult learning
- How to employ visual, auditory & kinaesthetic learning processes
- The need for clear outcome objectives
- How to identify the key content elements to deliver
- Different process options to stimulate and engage the participants
- Assessment processes to measure success of the learning
- Format questions to relate to adult learning principles
- The different personal styles people bring to training
- The 12 golden rules for all adult training
- The presentation and facilitation role
- A checklist of options to create interaction

Preparation and Planning

- How to 'chunk' content effectively
- How to sequence content logically
- When and how to use icebreakers
- How to use sequencing techniques to cut preparation time
- How to design effective learning exercises
- How to overcome presentation jitters and nervous tension
- How to keep mistakes and slip-ups from moving you off track
- How to develop material effectively and provide structure
- How to match the content to the presentation time frame
- How to use prompt notes and still look professional

Delivering the Training for Maximum Impact

- How to open the training to connect and build interest
- How to build credibility and trust with the group
- How to manage presentation speed, volume, pause and pitch
- How to use positive body language and eye contact
- How to use summarising techniques to reinforce the ideas
- How to close with impact and flair
- How to create group participation and input
- How to handle participant questions effectively
- How to use humour and anecdotes to spice up the material

Visual Aids to Maintain Focus and Attention

- Professional tips on how to use PowerPoint and other visual support
- How to use a flipchart and whiteboard
- How to avoid death by Powerpoint
- How to design and use workbooks to support the learning
- The 22 deadly sins of poor presenters

Interpersonal Influence Skills

- Understanding of the roles participants may choose to play
- How to engage discussion through questions
- Four question types to create involvement
- How to use reflective listening and feedback

- When and how to summarise discussion
- Assertive, unassertive and aggressive responses
- How to speak to express not just to impress
- How to use soft probing skills to uncover issues
- How to monitor and read the group interest level
- Establishing the process and signposting the objectives
- Levels of intervention and mediation
- How to build trust and maintain interest
- When and how to take control of discussion
- Presentation styles to match the maturity and motivation of the group

Managing Different Group Issues

- How to manage side conversations and digressions
- Skills to involve reluctant participants
- How to diffuse personal issues and put downs
- Techniques to minimise conflict between participants
- How to manage dominating participants

PROGRAM FORMAT

This is a results driven program with training delivery skills development through participation and involvement. Because the group size is small there is ample opportunity to record presentations on video followed by constructive feedback and individual coaching in a risk free and non competitive environment.

The program is guaranteed to deliver real skills and confidence in every training situation.

Visit www.briangreedy.com for more details, client list and testimonials

