

Delivering High Impact Training Classes

Applied Technology Academy

Equally important, participants will prepare and deliver numerous practice presentations while receiving coaching feedback from an award-winning instructor with over 20 years of classroom delivery experience. The class is very hands on: participants create and deliver numerous presentations.

LEVEL	DURATION	EXPERIENCE	LABS
Beginner	2 Days	0 year: Prestentation	No

Course Overview

This course enables organizational trainers to vastly improve their ability to deliver meaningful learning sessions. This course examines both the classic learning theories that have guided the work of effective educators as well as the very recent discoveries on how the brain receives, processes, stores, and retrieves information.

Course Outline

- **Lesson 1: Educational Theory**
 - Adult Motivation
 - Andragogy Adult Experience
 - Time Horizons
 - Subject vs. Problem Orientation
 - Bloom's Cognitive Taxonomy Knowledge
 - Comprehension
 - Application
 - Analysis
 - Synthesis
 - Evaluation
 - Bloom's Affective Taxonomy Receiving
 - Responding
 - Valuing
 - Organizing
 - Internalizing
 - Kirkpatrick's Levels of Evaluation Affective
 - Performance
 - Summative
 - Return on Investment

- Societal Benefit
- Behaviorism in the Classroom Classic Conditioning
- Operant Conditioning:
 - Punishment, Reinforcement, Shaping
 - Reinforcement Schedules and Extinction
 - Kolb's Learning Styles Concrete Experience
 - Observation
 - Analysis
 - Experimentation
 - Gardner's Multiple Intelligences
 - Visual, Auditory, and Kinesthetic Learners
- **Lesson 2: Slide Presentations and Handouts: Content, Media**
 - Determine and Design Content and Media Text/bullets
 - Compare/Contrast
 - Tables
 - Graphics: Flowcharts, Diagrams, Photos, Hand Drawing, Others
 - Sound Clips
 - Movies
 - Quotes
 - Animations
 - Slide Transitions: Use and Overuse
 - One Idea Per Slide
 - Visual Clichés
 - Presentation Duration and Slide Count
- **Lesson 3: Class Preparation**
 - Instructor's Prepping Systems and Best Practices
 - Rehearsal
 - Prepping Exercises
 - Pre-assessing Learner Characteristics Methods Ask, Polling, Surveys. Electronic Means, Contact Person
- **Lesson 4: Delivery**
 - Venue Particulars Seating
 - Lighting
 - Audiovisual Particulars
 - Tell, Teach, Tell – An Integrated Model for Presentations Overview and Benefits
 - Framing the Learning Experience
 - Delivery incorporating the Logical and the Affective

- Summarizing and Reflection
- Challenging Learners Misplaced, Apprehensive, Late, Slow, Experts, Frustrated
- Beginning and Ending Class Desirable and Undesirable Techniques
- Fear of Public Speaking
- Start Strong and Confident
- Pitch, Tone, Inflection
- Body Language
- Authenticity
- Building Trust
- The Critical Nature of Engagement
- Q&A
- **Lesson 5: Evaluation**
 - Course Evaluations Benefits
 - Ethical Concerns of Course Evaluation
- **Lesson 6: Brain-Based Learning**
 - Brain Basics
 - Neuroplasticity
 - The Triune Brain
 - Learning and Memory
 - Stress and Learning
 - The Role of Emotions in Learning

Intended Audience

The class is very hands on: participants create and deliver numerous presentations.

Prerequisites

Some degree of experience with presenting information helpful, but not required.

Follow-On Courses

- PMI Certified Associate in Project Management (CAPM)
- PMI Project Management Professional (PMP)

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.