

Training the trainers

Programme

Although the programme has yet to be finalised for this course, topics for the day will include:

- essential presentation skills
- making your presentations work
- overcoming nerves
- body language
- facilitation - how to make a workshop work
- brainstorming
- working with different sized groups
- visual aids and PowerPoint - how to make the best of them
- preparation techniques
- designing a training course
- APIL's training course criteria