



Delivering High Impact Training Classes Course Outline

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. 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. Accordingly, this class **should be limited to 12 participants**. Topics include:

- Adult learning and adult motivation
- Learning objectives: levels of learning and assessment
- Prepare engaging support materials
- Keeping learners engaged
- Overcome public speaking anxiety
- Working with a difficult audience
- Brain-based learning
- Class preparation
- Honing public speaking skills

Course Details

Class Duration	3 days (21 contact hours)
Course Materials Provided	Student manual and electronic files
Course Price	\$1,495 per participant. Special group pricing available.

Prerequisites

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

Instructor and Courseware Designer

Brian Salk, PhD, PMP®, PMI-ACP®, has over 30 years of experience and over 40,000 hours of public speaking experience. He specializes in hands-on traditional and agile project management, leadership, training, and consulting. His global clientele includes organizations in four continents North America, South America, Europe, and the Middle East. In addition to authoring hundreds of training courses, Dr. Brian frequently delivers leadership training, management training, project-management certification training (e.g., PMP®) project-management best practices training, and a wide variety of business skills training. He is a four-time winner of the prestigious Worldwide Excellence in Training award from a global training organization, recognizing the 25 highest-rated instructors from a network of over 2,400. Dr. Brian earned his PhD from Fielding Graduate University in the field of Human and Organizational Systems, with a focus on effective methodologies related to project management education, and his Masters of Arts (Education) from the University of Michigan.

Pinnacle Professional Development, LLC

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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
- Nutrition
- Volume of Instructional Content
- Emotion and Learning
- Physical Movement and Learning
- Safe Learning Environment
- Five Factors of the Learning Environment



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