Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Presentation skills

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

740,00 €

PRICE INCL. VAT

910,20 €

including 23 % VAT

PDF SYLLABUS

Lecturer and Presentation Skills

Clear overview of course topics, training scope and key information.

The Lecturer and Presentation Skills training consists of the courses: Internal Lecturer Course Presentation Skills in Practice The course is intended for future or already active lecturers, instructors, trainers and presenters who are entrusted with organizing or leading educational and presentation activities. We will present to you the principles of preparation, implementation and evaluation of educational and presentation events. We will explain how to prepare a presentation for a specific situation, how to pass on information as effectively as possible and, above all, how to improve your presentation abilities. The aim of presentation skills training is to provide you with a detailed overview of the presentation preparation process and practice of presentation delivery. The result of the training will be your ability to prepare and deliver successful speeches in front of an audience. A strong output for you will be direct experience with leading training, which you will try directly and under the supervision of an experienced lecturer with many years of practice. Pedagogical education is not required to complete the training, and after completing it you will receive a certificate.

COURSE CONTENT

01 **Internal Lecturer Course**

02 **Position of Internal Trainer: Characteristics**

role of the presenter personal and professional prerequisites for lecturer work principles of lecturer work

Macrosoft

Vzdelávanie s trvalým efektom

03 **Audience Composition and Approaches to Different Types of Participants**

typology of participants

04 **Speech, Verbal and Pedagogical Communication**

Working with listeners, voice and speech as a tool principles of pedagogical communication

05 **Non-Verbal Communication as a Tool of Expression**

proxemics, facial expressions, posture, kinesics, gestures, paralinguistics use of non-verbal communication elements in the training process

06 **Teaching Methods and Their Composition**

deductive and inductive teaching methods explanation and delivery dialogical methods discussion

07 **Stage Fright and Coping with Moods**

exercises for managing stage fright

08 **Methodological Exercises and Practical Demonstrations**

role playing research, discovery simulation of conditions

09 **Difficult Moments of Training and Their Resolution**

lack of interest - motivating listeners disruption and its levels, options for resolution conflicts of opinions in the group conflict between audience and lecturer

10 **Creation of Training Session, Presentation and Evaluation**

personal delivery of demonstration training individual lecturer evaluation

11 **Personal Growth Plan**

12 **Presentation Skills in Practice**

13 **What a Presentation Is - Types of Presentations, Their Possibilities and How to Use Them**

Macrosoft

Vzdelávanie s trvalým efektom

14

Presentation and Presenting

presentation preparation, identifying the audience, goals, content and syllabus of the presentation, building a positive impression, summarization, conclusion and amplification of effect

15

Practicing Presentation Skills

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/lecturer-and-presentation-skills