

Presentation Training Tools Case Study

Presentation and Training Tools: Case Study Activity

Directions

1. Review the Presentation and Training Tools case study information.
2. Determine the seating arrangement that you want to use to facilitate the training and explain your rationale.
3. Select the presentation / training tools you plan to use for the classroom delivery and explain your rationale.

Presentation and Training Tools: Case Study Information

- A new product is being launched in the organization. To support the product launch, a new business process (taking customer orders and entering them in the sales system) will also roll out.
- The training includes discussing new product features and business processes. Training will be provided to each sales district around the country, which will result in approximately 30 training sessions.
- Each session will have approximately 15 to 25 people in attendance depending on the size of the district. You want all learners to participate actively during the session. You will have some “breakout” activities for group work and other activities where you want participants to work in pairs.
- Your responsibilities for providing the instructor-led training for this program include:
 1. Planning the classroom setup and seating arrangements, which will need to be communicated to each district in advance of training delivery. (*Delivering Training* module chapter 4)
 2. Creating the training content and determining the appropriate presentation tools to support the delivery (e.g., presentation software, flipcharts, white boards, projectors, and so on). (*Delivering Training* module, chapter 7)