

Presentation Tools Facilitation Job Aid

Job Aid: Presentation Tools & Techniques

The mastery of presentation tools and techniques for the delivery process is an essential requirement for a workplace learning and performance (WLP) professional. The basics of adult learning theory combined with these tools and techniques prompts learning to occur in a manner that is most appealing to adults. These tools and techniques are applicable for in-person classroom situations as well as virtual delivery.

Key Points

Combined strategies, relevant course materials, suitable facilities, and reliable instructional instruments all contribute to the success of the learning experience. Independently, these features may not ensure success, but without their relevance to the work environment, guaranteeing success under any circumstances would be difficult.

- Create a Learning Climate
- Prepare for Training Delivery
- Understand Basic Classroom Management
- Use Icebreakers, Opening Exercises, and Closing Activities
- Understand Presentation Behavior
- Facilitate Learning Activities
- Perform On-the-Spot Assessment of Participants' Success in Achieving Program Objectives
- Understand the Differences Between Delivering Live Training Online and Classroom Training
- Devise Strategies for Keeping Participants Interested and Involved
- Use Presentation and Training Tools

Things to Remember

Delivery of training carries out the program's goals and objectives and provides the data for assessing program effectiveness. It may involve holding a conversation with participants. A successful conversation requires participants' interest, well-organized topics, and a method to check for understanding.

Job Aid: Facilitation Methods

The purpose of facilitation, as it is referred to in training, is to make the process of learning easy for learners. Facilitators are usually individuals who assist teams in their meetings to enhance the process (i.e., enhance how the team works and comes to decisions).

Key Points

After an opening explanation of a meeting's purpose, agenda, and process, the facilitator works with team members through the following steps.

- Adopt Ground Rules
- Identify Issues
- Record Issues
- Prioritize Issues
- Share Information
- Brainstorm Solutions
- Refine Options
- Define Points of Agreement
- Perform a Reality Check
- Confirm Agreement

Things to Remember

Facilitators can use several techniques to facilitate groups and help move teams through all stages from forming to performing: listening, agendas, opening discussions, shared framework of understanding, summarizing, brainstorming, building agreement, consensus building, and gaining closure.