



Developing and Presenting Successful Training for Non-Training Professionals

Training Course Content

Course Objective: You will develop and present successful training.

Prerequisites: To profit the most from this course, you should be familiar with common word processing and presentation software packages. In addition, you should consider completing the following business skills courses: Presentation Skills, and Basics of Effective Communication.

Lesson 1: Identifying the Training Needs

Topic 1A: Establish the Training Charter

Topic 1B: Perform a Needs Analysis

Lesson 2: Creating Content

Topic 2A: Develop Classroom Content

Topic 2B: Write Engaging Instructional Material

Topic 2C: Develop Activities

Topic 2D: Develop Assessments

Topic 2E: Develop Visuals

Lesson 3 Present Your Training

Topic 3A: Assess Your Strengths as a Trainer

Topic 3B: Present Your Classroom Training

Topic 3C: Manage Your Classroom Training

Topic 3D: Present Your Remote Training

Topic 3E: Improve Your Training



Effective Management

Training Course Content

Course Objective: You will explore the fundamental concepts of effective management.

Prerequisites: There are no prerequisite skills for this course; however, you might be interested in the following related courses: Problem-Solving Skills, Negotiating Skills, Business Presentations, Advanced Communication Skills, and Creating and Maintaining a Life Balance.

Lesson 1: Developing as a Manager

Topic 1A: The Role of an Effective Manager
Topic 1B: Personal Skills Development

Lesson 2: Communicating Successfully

Topic 2A: Speak Without Talking
Topic 2B: Manage Better By Listening
Topic 2C: Assert to Achieve

Lesson 3: Creating Successful Solutions

Topic 3A: Identify the Core Problem
Topic 3B: Solve Problems Creatively
Topic 3C: Implement Solutions Decisively

Lesson 4: Empowering Your Workgroup

Topic 4A: Delegate For Results
Topic 4B: Coach for Achievement
Topic 4C: Evaluate Staff Performance

Lesson 5: Cultivating Great Teams

Topic 5A: Create an Invincible Team
Topic 5B: Inspire Team Success
Topic 5C: Team Briefings for Success
Topic 5D: Resolve Conflicts Positively



Giving and Receiving Performance Feedback

Training Course Content

Course Objective: You will give and receive performance feedback. This course is intended for a wide range of managers who seek practical guidance regarding giving and receiving performance feedback.

Prerequisites: There are no prerequisites for this course.

Lesson 1: Preparing Yourself to Give Feedback

Topic 1A: Assess Your Skill Level

Topic 1B: Make Performance Feedback Meaningful

Lesson 2: Leveraging Performance Feedback for Professional Growth

Topic 2A: Give Negative Feedback

Topic 2B: Get the Most Out of Self Directed Feedback