

LZUBA 107 3044 EFFECTIVE COMMUNICATION AND PRESENTATIONS**Purpose**

The course is intended for all those who in the course of their daily working routine need to deliver presentations or communicate effectively in a business surrounding using the knowledge and skills that they already have and only have to use and adjust to their business tasks, their style and their public.

The course will be especially useful to the employees who need to give presentations regularly or sporadically and who during their regular education were not educated in the field of didactics and methodics.

Aims

During the course the participants will learn:

- ...› to plan, prepare and deliver a high-quality presentation using different methods and procedures
- ...› structure and present the matter in a way that enables efficient learning
- ...› establish a high – quality communication with the participants (both verbal and non-verbal)
- ...› constitute and use assessment and self – assessment methods
- ...› use the key motivation and learning theories in the process of efficient learning and training
- ...› recognize and evaluate the success of different learning and training methods
- ...› recognize and apply the principles of the adult learning

Duration

3 days

Methods

Theoretical lectures, practical exercises (group and individual), video, discussion.

Required foreknowledge

Basic presentation and communication skills.

Number of participants

Up to 10