

# Advanced Innovative Training Skills

Power skills for training excellence

*“Quality learning delivered by a competent, effective presenter is a keystone to professional and business development today”*

*“There are no boring topics, only boring presenters - every session can be enhanced with imagination and flair”. Learn how to take your delivery skills to new levels to stimulate learners and achieve effective high impact outcomes.*

- Advanced skills beyond TAA & TAE Cert IV
- Small group program. (Maximum 10)
- Personalised tuition and coaching from Brian Greedy
- Learn from over 20 years practical experience
- Professional advice and attention
- Tailored to your special needs
- Risk free supportive program
- Ample opportunities for skill development
- Guaranteed to deliver real skills and confidence
- For full program details visit [www.briangreedy.com](http://www.briangreedy.com)

## PERTH DETAILS 2012

Alexander Library, Francis Street Entrance,  
Perth Cultural Centre, Northbridge

Time – 9.15am to 4.30pm

PROGRAM 10 - Thursday 15 & Friday 24 March

PROGRAM 11 - Thursday 24 & Friday 25 May

## TWO DAY PROGRAM

**ONLY \$730**

Includes Lunches, Refreshments,  
Workbooks and All Materials

## REGISTER TODAY

YES - I would like to register for the  
“Advanced Training Skills” Program #



(08) 9204 4123



PO Box 51  
KARRINYUP WA 6921



(08) 9204 2005



[brian@briangreedy.com](mailto:brian@briangreedy.com)

NAME	COMPANY	EMAIL	PHONE	COST
			<b>TOTAL \$</b>	



**Brian Greedy**  
Business Solutions

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Email: [speaker@briangreedy.com](mailto:speaker@briangreedy.com)

Web: [www.briangreedy.com](http://www.briangreedy.com)

PAYMENT METHOD: Visa  Mastercard  Send Invoice

CARD #

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NAME ON CARD

EXPIRY DATE

SIGNATURE

# Advanced Innovative Training Techniques

## Power Skills for Training Excellence

**2  
DAY**

### SMALL GROUP TUITION & COACHING

**Personalised tuition from Brian Greedy, leading communications coach, award winning speaker and trainer. Risk free, practical and supportive program guarantees new and innovative training skills.**

Quality training delivered by a competent, effective presenter is a cornerstone in the pursuit of business excellence in a changing world.

#### Need for Advanced Skills

Some training delivers superb outcomes with tremendous group energy, whilst other presentations of the same material are ineffective, boring, uninspiring and just plain "ho-hum". Presenters often have access to quality material but lack the personal confidence, techniques and skills to deliver the content effectively.

#### Basic Training is not Enough

Experience shows that many traditional "Train Small Group" sessions and Cert IV Training and Assessment programs are often not enough. These programs may provide the basics of training through skills in setting program objectives, design, planning and evaluation with entry level skills in presentation. But is this enough?

Professional training needs to turn the delivery into a powerful and memorable learning experience. This calls for creative and innovative techniques to position the professional from the "run of the mill" presenter.

#### Raising the Bar

This program is for the presenter who seeks to move beyond the delivery of boring, ho-hum sessions. This is for people who want to excel in delivering group centred interactive learning with sessions to inspire action and deliver real results.

#### Powerful, Practical, Personalised Coaching

This is a two-day intensive skills based program

focusing on the development of quality content and a range of quality delivery processes. You'll receive practical coaching and feedback with lots of ideas on how to make sessions interesting and stimulating. Learn the tricks and traps of professional training facilitation in a highly interactive and powerful learning experience.

#### Benefits and Payoffs

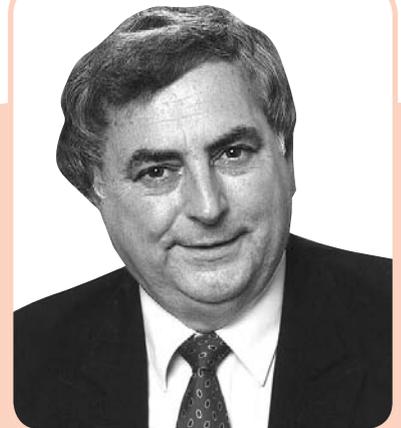
Training can be described as internal marketing to influence business success. Learning is successful if it changes behaviour.

Every participant brings a range of attitudes, values and experiences to learning. Some are highly supportive, others cynical and negative. Learn real skills in managing these issues and to harness the energy of the group to achieve successful outcomes.

#### Your Content Developed and Enhanced

Bring along your own material to use at the program. Your individual delivery style will be assessed and you'll be given quality advice on how to enhance the learning experience. You'll learn in a non-threatening and stimulating training environment.

You'll communicate more powerfully and confidently with skills you can apply immediately. Reap the benefit and rewards in delivering training that works and stimulates change.



#### Presented by Brian Greedy

Award winning key-note conference speaker and one of Australia's leading professional trainers in presentation and training delivery skills. Brian works with clients in all states and the UK, each year he delivers over 180 speeches, seminars and workshops.

He brings to this program great experience and outstanding success in presentation and training coaching.

He is the author of acclaimed CD audio learning programs including "Presenting with Power, Punch & Pizzazz" and the professional presenter's resource "The Complete Presenter" and "Advanced Innovative Training Techniques".

**Who should attend?**

Team Leaders, Workplace Trainers and Learning & Development Professionals will get practical and proven techniques to use immediately.

#### Personalised Coaching and Tuition

This is a highly practical small group workshop. To ensure maximum involvement and practical skill development each program has restricted participants. We guarantee results.

#### Use Brian Greedy in-house

Yes, Brian conducts in-house training and personalised coaching. Any group size and time frame can be accommodated Phone (08) 9204 4123 or email [info@briangreedy.com](mailto:info@briangreedy.com)

#### If you want people to sit up, listen and then take action at:

- ✓ Small group workshops
- ✓ Business retreats
- ✓ Interactive corporate briefings
- ✓ In-house change management
- ✓ Facilitating business improvement groups
- ✓ Group problem solving
- ✓ Technical presentations
- ✓ Public training sessions

**This is the program for you!**



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Business Solutions**

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# Advanced Innovative Training Techniques

## All the skills you need for success

### PROGRAM CONTENT

#### Adult Learning Principles with Content & Process

- How to apply the principles of adult learning
- How to connect immediately with visual, auditory and kinaesthetic learners
- How to set the scene to achieve objectives
- How to identify the absolute “must get” content to engage and maintain learners attention
- How to select the right delivery process options to engage and enthuse the participants
- How to avoid stuffy and boring assessment options to measure outcome success
- How to design highly effective workbooks and support material to reinforce the learning
- How to identify and relate to the different personal styles people bring to the training
- How to apply the 12 golden rules for success
- How to maximise participant involvement
- A checklist of options to create interaction

#### Preparation and Planning

- How to ‘chunk’ content effectively
- How to sequence content logically
- When and how to use icebreakers
- How to slash preparation time and identify the most effective delivery options
- How to design effective learning exercises
- How to overcome presentation jitters and nervous tension
- How to keep mistakes and slip-ups from moving you off track
- How to move through the key points, yet still maintain interest and structure
- How to match the content to the presentation time frame
- How to use prompt notes and still look professional

#### Delivering the Training for Maximum Impact

- How to open the training with high impact to stimulate interest and positive expectations
- How to quickly build trust with the group
- How to effectively manage presentation speed, volume, pause and pitch
- How to maximise influence through positive body language, facial expression & eye contact
- How to use audience summarising techniques to verify the learning and reinforce the ideas
- How to ensure you close with impact and flair
- How to when to create group participation
- How to handle participant questions effectively
- How to use humour and anecdotes to spice up the material

#### Visual Aids to Maintain Focus and Attention

- How to use professional presenter tips to design highly effective PowerPoint everytime
- How and when to use a flipchart and whiteboard
- How to avoid death by PowerPoint
- How to design and use workbooks to support and reinforce the learning
- The 22 deadly sins of poor presenters

#### Interpersonal Influence Skills

- How to understand and manage the roles people often choose to play in group training situations
- How to engage discussion through questions
- Four question types to create involvement

- How to use reflective listening and feedback
- When and how to summarise discussion
- Assertive, unassertive and aggressive responses
- How to speak to express not just to impress
- How to use soft probing skills to uncover issues
- How to monitor and read the group interest level
- Establishing the process and signposting the expected outcomes and objectives
- How to apply different levels of intervention
- How to build trust and maintain interest
- When and how to take control of discussion
- How to use presentation styles to match the maturity and motivation level of the group

#### Managing Different Group Issues

- How to manage side conversations, snipers, know-it-alls, bullies and other digressions
- How to engage and involve reluctant participants
- How to diffuse personal issues and put downs
- Techniques to minimise conflict between participants
- How to manage dominating participants

### PROGRAM FORMAT

This is a results driven program with training delivery skills development through participation and involvement. Because the group size is small there is ample opportunity to record presentations on video followed by constructive feedback and individual coaching in a risk free and non competitive environment.

The program is guaranteed to deliver real skills and confidence in every training situation.

Visit [www.briangreedy.com](http://www.briangreedy.com) for more details, client list and testimonials

