

## **Presentation Skills for Supervisors**

This two-day seminar is designed to give supervisors the skills needed to provide on-the-job training to their co-workers. This seminar contains in-depth discussions around the thinking process of the adult learner, as well as many group-orientated role playing and brainstorming sessions designed to prepare the supervisor for the work area training environment.

### **I. Learning and the Learning Process**

- Theories of Learning
- A Model of the Learning Process
- Types of Learning
- Conditions of Learning

### **II. The Adult Learner**

- Learner/Teacher Relationship
- Characteristics of the Adult Learner
- Learning Process in Adults
- Importance of Individual Differences

### **III. Effective Questioning Techniques**

- Asking Questions
- Using Proper Sequence
- Questioning Tips
- Answering Questions

### **IV. Teaching Methods**

- Lecture
- Discussion
- Demonstration/Workshops