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