



THE 8 GREAT PRESENTATION SKILLS

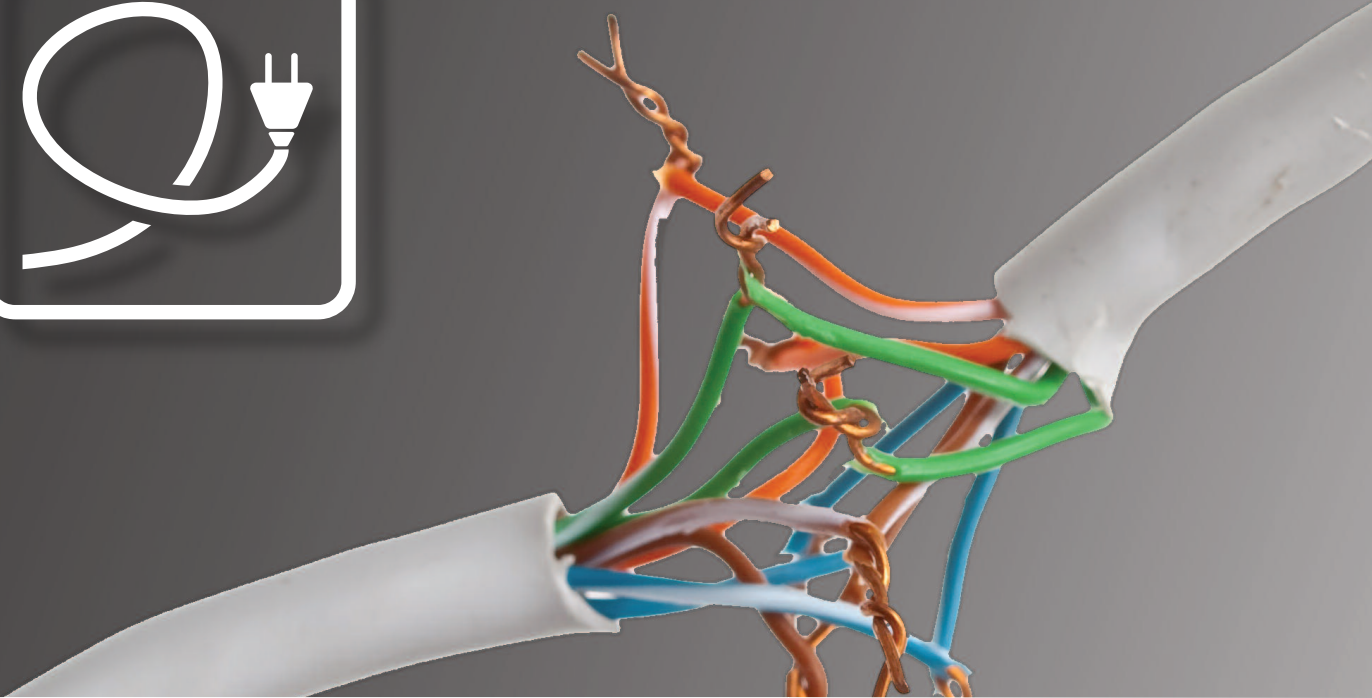
A STATE OF THE ART PROGRAM
DEVELOPED BY INDUSTRY EXPERTS



CONNECT

TRAINER CREATES A POSITIVE ENVIRONMENT WITH TRAINEE
SO THEY FEEL COMFORTABLE IN THEIR LEARNING.



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1. Introduce yourself
 2. Let trainees know what will be covered
 3. Tell your own story and ask about theirs
 4. Know the culture
 5. Be persistence, be patient
 6. Listen and really hear
 7. Use quick team building and ice breaker activities

PREPARE

TRAINING THAT IS PLANNED AND ORGANIZED GIVES
CONFIDENCE TO BOTH THE TRAINER AND TRAINEE.



1. Determine objectives
2. Create a written Training Outline and Checklist
3. Determine active and "hands on" participation elements for each segment
4. Ensure materials match the subject and are professional
5. Provide Operable Tools/Supplies/Props
6. Request equipment (rides)
7. Plan the practice (role plays, games, activities/exercises, critical thinking techniques)
8. Create a Space/Environment to best suit the training elements
9. Plan for simulation of mistakes and know how to correct

PRESENT

TEACH IN A MANNER THAT WILL GAIN THE INTEREST AND PARTICIPATION OF THE TRAINEE. ALWAYS REMEMBER:
"WHOEVER IS DOING THE TALKING IS DOING THE LEARNING."




1. Know your Audience
2. Speak Clearly
3. Watch your tone and inflection
 - use a good rhythm
4. Be overly organized
5. Ensure the information flows
6. Have attendees participate frequently
 - via questions, role-plays, etc.
7. Time your training/presentation
8. Provide various learning styles
9. Practice, Practice and Practice and recruit feedback

GAUGE

WHEN TRAINING, IT IS IMPORTANT TO KEEP A PULSE ON THE TRAINEE TO ENSURE HE/SHE IS ON TRACK THROUGHOUT THE TRAINING PROCESS.



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- A large, detailed image of a green metal gauge with a black face and a white needle pointing to 450. The gauge has a semi-circular scale with many tick marks. The number 450 is printed in white on the right side of the scale. The gauge is mounted on a green metal plate with visible screws and some rust.
1. Monitor the audience's reception
 2. Timing is key - keep on track
 3. Adjust when needed (add or subtract information)
 4. Check for understanding
 5. Quiz frequently
 6. Ask for feedback along the way

LEARN IT!

STUDENTS PERFORM BEST IN THE FIELD
WHEN THEY HAVE BEEN TAUGHT
“WHY” THE TASK IS NECESSARY.



1. Provide a full explanation of the task or skill
2. Teach both the hard skills and soft skills
3. Explain the “Why” the task is important
4. Show and explain how the task is performed
5. Detail the expectations

LINK IT!

STUDENTS GET THE "AH HA" MOMENT
WHEN YOU LINK IT OR RELATE TO SOMETHING
THEY KNOW OR UNDERSTAND.



1. Conduct a Demonstration
2. Tell a riveting story or statistic
3. Arrange an activity to engage the trainees
4. Role Play "real life" examples
5. Provide relational explanations

LIVE IT!

STUDENTS CONDUCT THE TASK/SKILL
TO THE STANDARD OF PERFORMANCE.



1. Check to ensure the trainee knows the standard
2. Ensure the standard of performance is practiced
3. Practice until trainee is meeting the standard
4. Hold the trainee accountable for the standard
5. Ensure trainee is confident and ready

CELEBRATE!

RECOGNIZE THE LEARNING SUCCESS ALONG THE WAY
TO GIVE CONFIDENCE TO THE TRAINEE
ON THEIR PROGRESS AND ABILITIES.



1. Create an upbeat environment
2. Set training goals in small increments
3. Plan the reward
4. Find fun ways to recognize the progress
5. Ensure all students are included





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