



HUMAN RESOURCES & TRAINING – Preparing for a training session

Speaker (Tobias): Ladies and Gentlemen, welcome to this **training presentation**! My name is Tobias MENDY. Today we **are going to** discuss how to deliver dynamic and professional presentations. First of all, while going through your **room equipment** check-list, you need to ensure **the availability** of all necessary technical material (means) and **training tools**. What is the first training tool coming to mind at that **stage**?

Audience: Well, a **training room** could do ...!

Speaker (Tobias): Indeed yes, you should **arrange for** a room or facility to **accommodate** your trainees at a convenient and accessible **location**. Any **hardship** such as parking difficulty, distance from the nearest **public transportation** station should be **avoided**. Make sure the chosen room also **remains** accessible to those with limited mobility. All **conveniences** such as readily accessible restrooms, snacks, lunch accommodation, will **ensure** that participants return on time after **breaks** or lunch. Also check, **lighting**, **seating**, possible room **obstructions** with posts or pillars as well as room temperature ...Are you thinking of anything else?

Audience: Well, a **PC Projector** and a **screen** ...?

Speaker (Tobias): Of course, that makes sense, a PC projector or an **overhead projector** with **overhead transparencies** (OHTs). What else do you need in your room?

Audience: Something to **write** on?

Speaker (Tobias): : Indeed yes, you need to have a flipchart or a **whiteboard** and color markers, as you surely will have to go into details, illustrate with a **scheme**, a **diagram**, a **chart** ...Your trainees should also get a **paper pad** or **blank sheets** of paper for **note-taking**. What else could the trainer need?

Audience: a microphone and **loudspeakers**?

a **training presentation** (n.)
a **check-list** (n.)
a **training tool** (n.)
a **stage** (n.)
a **hardship** (n.)
a **post** (n.)
a **pc projector** (n.)
a **overhead projector** (n.)
overhead transparencies – OHTs
a **flipchart** (n.)
a **whiteboard** (n.)
a **colour marker** (n.)
a **technical assistance** (n.)
a **scheme, a chart**(n.)
a **trainee** (n.)
a **paper pad** (n.)
a **helpdesk** (n.)
a **training content** (n.)

the audience (n.)
the availability (n.)
the conveniences (n.pl)
the snacks (n.pl)
a **break** (n.)
the lighting (n.)
the seating (n.sg)
the obstructions (n.pl)
the venue (n.)
the location, the place (n.)
the trust (n.)
the training rundown (n.)
the technical content (n.)
the affect dimension (n.)

to deliver (v.)
to discuss (v.)
to accommodate (v.)
to avoid (BV+ING) (v.)
to remain (v.)
to ensure (v.)
to stress (v.)
to arrange for (v.)
to go into details (v.)
to illustrate (v.)
to request (v.)
to convey (v.)
to underestimate (v.)
to contradict (v.)

accessible (adj.)
convenient (adj.)
high/low (adj.)



Speaker (Tobias):: You are right, one should always ensure an optimal sound quality, not too high, not too low. You can request **technical assistance** from the **venue's** help desk for connecting devices, voice adjustment **purposes**.

What else should the trainer ensure?

Audience: Thorough preparation of training contents and tools?

Speaker (Tobias):: thank you for **stressing** the quality of the **content** – the trainer must indeed be well prepared checking the **4Ws: When, Where, What, Who** and adapt power point presentation and training **tools accordingly**.

He or she must rapidly **convey** the impression of being **competent** enough and establish **trust** among the audience.

Moreover and not least, he or she should never **underestimate** the **affect dimension** of learning: remain **sympathetic** and **accessible**, avoid putting both psychological and physical distance from the **Audience....** and ...never say "no" or **contradict** too openly your trainees... Any other suggestion? ...No, well then this first part is now over, **let's get on** now **with** the training content rundown and rhythm

thorough (adj.)
sympathetic (adj.)
competent, skilled(adj.)

Moreover, besides (conj.)
Accordingly (adv.)
Welcome to...(exp.)
let's get on with(exp.)