

WirelessU Work Samples

Presenter Training

Introduction presents a scenario that is revisited in the summary.

41-presenter Preview (created 5/9/2004 10:23:42 PM) - Microsoft Internet Explorer

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Introduction

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Introduction

Scenario:

You have been asked to be one of the presenters for a large Technical Knowledge Transfer project. You are very knowledgeable in the topic you have been assigned, but yet, you are somewhat worried because you do not know how you will deliver all this knowledge to your target audience. You ask yourself:

- ? What exactly will I include in my training session?
- ? Who will prepare the actual presentation?
- ? Who is my audience?
- ? Does the audience have the prerequisite knowledge needed to understand what I will instruct them on?
- ? How will I know if the audience understood what I taught them?
- ? Do I have what it takes to be a good presenter?

Scenario Response:

This course was designed to provide presenters, or content providers, with the tools and strategies needed to deliver effective training. The course focuses on roles and responsibilities of the parties involved, elements that need to be included in a presentation, as well as information on how to deliver presentations when your audience includes both on-site and remote individuals.

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Key elements of every Wireless U course included the Learning on WirelessU, Welcome, and Survey

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Unit 1: Roles and Responsibilities of the Presenter and Wireless University

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Unit 1: Roles and Responsibilities of the Presenter and Wireless University

Preparing a training session involves a lot of teamwork between the Presenter(s) and the Wireless University. The presenter has some responsibilities, while the Wireless University has other responsibilities. A number of responsibilities are shared between both parties.

Click each of the items in the first column of the table below to learn about the Roles and Responsibilities of both the Presenter and Wireless University.

Links to popup windows that provide definitions

Roles/Responsibilities	Presenter	Wireless University
1. Conduct audience analysis		✓
2. Identify presentation objectives	✓	✓

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The Summary revisits the original scenario. Popup definitions are used again to allow users to refer to the definitions without leaving the main instructional screen. Popups were used heavily throughout this course to minimize the number of screens a user would need to visit. It also allowed users to lookup only those definitions that were unfamiliar.

