

## Presentation Techniques (PT)

**COURSE NUMBER**    **FAA01263**

For information about this course, contact:  
 FAA Program Manager  
 (386) 446-7154

---

### DESCRIPTION AND LEARNING STRATEGY

*Presentation Techniques* is a three-day program that prepares content experts to deliver information and skill-building activities effectively and confidently. The course provides strategies for handling challenging situations; ways to encourage learner involvement; along with how to use classroom technology, field questions, and gauge how well learning is progressing. The class uses discussion and application exercises.

### OBJECTIVES

- Identify the characteristics of adult learners.
- Discuss the importance of adult learning theories and techniques when delivering training.
- Define the role of a trainer in the success of a presentation.
- Demonstrate the use of tools and techniques to create a positive learning environment and increase learner motivation.
- Demonstrate effective presentation techniques.
- Identify ways to deal with difficult people and situations.

### KEY COMPETENCIES

- Agility
- Communication
- Developing Talent

### CLASS SIZE

Delivery Variation:  
 12 participants  
 or 20 participants

**LENGTH**    3 days  
 (8:00 a.m. - 5:00 p.m.)  
 24 hours

### LOCATION

Customer site or FAA  
 Center for Management  
 and Executive Leadership,  
 Palm Coast, Florida

### UPCOMING DELIVERIES

This course is currently  
 available only as a  
 fee-for-service delivery.

### WHO SHOULD ATTEND

Subject matter experts  
 who provide briefings,  
 presentations, or training

### ENROLLMENT

To arrange a **fee-for-  
 service delivery**,  
 call (386) 446-7154.

### PREREQUISITE

None

### PRECOURSE

None

### RELATED COURSES

Facilitator Training Course  
 (FAA01523)