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COURSE BROCHURE

Presentation and Delivery Skills for Trainers Training Course

21 – 25 December 2026
Vienna

Presentation and Delivery Skills for Trainers Training Course

Ref: 1344_50341 **Date:** 21 – 25 December 2026 **Location:** Vienna **Fees:** 5900 GBP

Presentation and Delivery Skills for Trainers is a 1-week training course for trainers, subject matter experts and facilitators who stand in front of adult learners and want their voice, posture, slides and stories to carry the message, each producing a Personal Delivery Profile from filmed practice. Organisations rely on in-house experts to pass on know-how, and a weak delivery wastes that expertise. Jupiter Prime Training runs this course on presentation and delivery skills for trainers.

Why Presentation and Delivery Skills Matter Now

Three pressures shape trainer delivery today. More technical specialists are asked to teach colleagues, often with little stage experience and a habit of reading slides aloud. Adult learners arrive with short attention spans after years of on-screen content and judge a session in its opening minutes. Sponsors want training time to change behaviour, so a monotone or rushed delivery that loses the room carries a real cost in repeat sessions and disengaged staff. The course draws on Malcolm Knowles' adult learning principles andragogy, Gagné's Nine Events of Instruction and Monroe's Motivated Sequence for structuring persuasive segments.

Who Gains Most from Presentation and Delivery Skills

- Those who teach technical procedures or systems to colleagues
- Those who deliver induction and onboarding sessions to new joiners
- Those who facilitate group sessions and discussions for adult learners
- Those who present product or policy briefings to internal audiences
- Those who are new to the trainer role and building a platform presence

An internal academy or technical training unit gains most when several of its instructors attend, since peers can then give each other feedback using the same delivery vocabulary.

Presentation and Delivery Skills Capabilities

Participants practise on their feet, are filmed and receive peer and facilitator feedback on voice, stance and slides.

- Apply vocal variety in pace, pitch, pause and projection to hold attention — learner engagement
- Use posture, gesture, movement and eye contact to project credibility — audience trust
- Design a session opening and close that frames purpose and recall — learning transfer
- Build slides and flipcharts that support rather than replace the trainer — visual clarity
- Apply questioning and storytelling techniques to adult learners — participation and retention
- Manage presentation nerves with breathing and preparation routines — consistent performance

Key Presentation and Delivery Skills Terms

- Andragogy — Knowles' model of how adults learn, stressing relevance, experience, self-direction and problem-centred practice.
- Vocal variety — deliberate changes in pace, pitch, volume and pausing that keep a spoken message lively and easy to follow.
- Platform presence — the combined effect of posture, movement, eye contact and voice that makes a trainer appear credible and at ease.
- Signposting — short verbal markers that tell learners where the session is, what comes next and how points connect.
- Open question — a question that cannot be answered yes or no and invites learners to explain, recall or apply ideas.
- Fight-or-flight response — the stress reaction behind presentation nerves, showing as a dry mouth, fast speech and shaking hands.

Presentation and Delivery Skills Day by Day

Day 1: The Trainer as Communicator

- Andragogy Principles of Adult Learners — Shaping Delivery Choices
- Baseline Filmed Presentation — Identifying Personal Delivery Habits
- Gagné's Nine Events of Instruction — Sequencing a Training Segment
- Audience Analysis Checklist — Adjusting Pitch and Examples to Learners
- Presentation Anxiety Triggers — Breathing and Rehearsal Routines

Day 2: Voice and Body Language

- Pace, Pitch, Pause and Projection Drills — Holding Attention by Voice
- Posture, Stance and Movement Zones — Using the Training Room Space
- Gesture and Facial Expression — Reinforcing Key Points
- Eye Contact Patterns — Connecting With Every Part of the Room
- Filler Word Reduction Exercises — Clarity and Credibility

Day 3: Structure, Openings and Stories

- Opening Hooks: Question, Statistic, Scenario — First Minutes Impact
- Monroe's Motivated Sequence — Structuring Persuasive Segments
- Signposting and Summaries — Guiding Learners Through Content
- Storytelling Arcs and Case Anecdotes — Making Technical Points Memorable
- Session Close and Recall Techniques — Learning Transfer to the Job

Day 4: Visual Aids and Interaction

- Slide Design: One Idea per Slide — Supporting Rather Than Reading
- Flipchart and Whiteboard Technique — Building Ideas Live
- Open, Probing and Redirected Questions — Drawing Out Participation
- Handling Learner Questions and Challenges — Keeping Credibility
- Demonstration Technique for Equipment and Software — Technical Clarity

Day 5: Practising the Personal Delivery Profile

- Filmed Ten-Minute Training Segment — Applying Day 2 Voice Skills
- Structured Opening and Story in Practice — Applying Day 3 Structure
- Live Slide and Flipchart Use — Applying Day 4 Visual Aids
- Peer Feedback Using a Delivery Rubric — Strengths and Priorities
- Personal Delivery Profile — Baseline, Final Footage and Practice Goals

Applying Presentation and Delivery Skills After the Course

- Film the next live training session and score it against the delivery rubric for voice, stance and slide use.
- Rebuild the opening and close of one existing session using a hook, signposting and a recall exercise.

Presentation and Delivery Skills Questions FAQ

What are presentation and delivery skills for trainers and why do they matter now?

They are the voice, body language, structure and visual techniques a trainer uses to hold adult learners. They matter now because more experts teach colleagues, and learners judge a session quickly, so weak delivery wastes valuable knowledge.

Which roles gain most from presentation and delivery skills for trainers?

Technical experts who teach procedures, induction trainers, facilitators and new trainers gain most. Anyone who briefs internal audiences on products or policies also benefits from stronger voice control and clearer slides.

How do presentation and delivery skills for trainers differ from a general public speaking course?

The focus is on teaching adults, not persuading an audience once. Alongside voice and stance, participants practise questioning, demonstration and recall techniques that help learners apply content on the job.

What do you bring back from presentation and delivery skills for trainers?

You bring back a Personal Delivery Profile comparing your baseline and final filmed segments, with peer feedback scores and three practice goals. It guides your preparation for each future session.

Presentation and Delivery Skills: The Way Forward

The Personal Delivery Profile first informs which delivery habit to tackle in the next live session. Trainers use it for self-coaching, and training leads use it to pair instructors for peer observation. After first use, revisit the opening and visual aids sections, since the needs of a hospital induction group differ from those of a plant maintenance crew.