

Workshop Planner

Use this worksheet to prepare employees for a training class.

Workshop Name and Description	Audience	Learning Objective(s)
<p>“Effective Presentation Skills” This workshop will show participants how to deliver effective presentations to internal audiences, such as project teams and senior leaders.</p>	<p>Employees who have to give presentations to pitch an internal project to senior leaders, or provide an update.</p>	<p>Participants will deliver a presentation in class that effectively demonstrates competency in content development, visual aids, speaking, and body language.</p>

Action Plan

	Before Training	During Training	After Training
Participant			
Supervisor			
Trainer			