

Workshop Planner

Use this worksheet to prepare employees for a training class.

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

Action Plan

	Before Training	During Training	After Training
Participant			
Supervisor			
Trainer			