

# MentorTraining

Corporate computer and soft skills training  
*Serving the Bay Area since 1987*

## **Presentation Skills Workshop**

*Communication Series*

### **Outline Available Upon Request**

#### **Course Methodology:**

Facilitators use a variety of training methods for each workshop, including large group discussions, individual work and reflection, assessments, small group discussions and exercises, case studies and simulations for role-play. Videos that are applicable will form a part of some workshops.

Customization will be based on information provided by the human resource department or the individual department prior to the workshop. These will be interactive workshops with a 40/60 split between concept/theory and practical application of skills discussed. Class size should be kept under 25, so each participant will have the opportunity to gain techniques for the types of situations they deal with or expect to deal with.

#### **About the Instructor:**