

Designing & Delivering **EFFECTIVE TRAINING**

Becoming a more effective trainer comes with knowing how to assemble data you know well, in a format that will engage others, and sharing that information in a way that is compelling and informative. At the end of this training, participants will have the skills and tools they need to design and deliver engaging and effective training.

RESULTS YOU CAN EXPECT:

- Deliver engaging and interactive training.
- Utilize adult learning principles and be able to design training that engages all types of learners –seasoned professionals and a younger, millennial audience.

TRAIN-THE-TRAINER CONTENT:

»Presentation and Facilitation Skills:

- Speaking versus training – knowing when to present and when to train.
- Establish a connection and rapport with your trainees.
- Capture and maintain participants' attention.
- Preparation –how to prepare to deliver great training every time.

»Designing Effective Training:

- Designing impactful training that builds skills and is engaging for all participants.
- Varying content delivery methods – speaking, facilitation, activities, and learner-driven events.
- Creating and using visuals and handouts that add power and depth to training sessions.

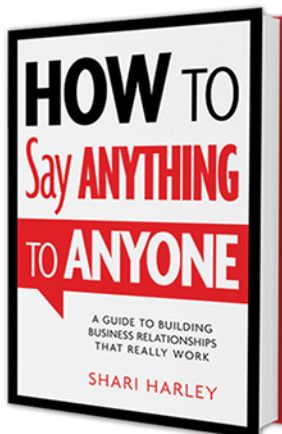
»Managing the Training Environment:

- Teaching trainees with different learning styles, paces and levels of knowledge.
- Answering questions.
- Managing distractions and interacting with difficult trainees.
- Reading your audience; keeping trainees at all learning levels engaged.



SHARI HARLEY

SPEAKER TRAINER AUTHOR



Shari Harley is the founder and President of Candid Culture, an international training and consulting firm that is bringing candor back to the workplace, making it easier to tell the truth at work. Managers tell employees the truth about their performance. Employees ask for what they need. Prospects tell you why they did or didn't hire you. Customers tell you how things are really going, giving you the chance to retain their business.

Shari is known globally as an engaging, funny, content-rich business speaker and author. She is the author of the book *How to Say Anything to Anyone: A Guide to Building Business Relationships that Really Work*, holds an MA in Communication and taught leadership at the University of Denver.

Before launching Candid Culture, Shari led leadership development training for OppenheimerFunds, conducted customer service training for American Century Investments, and facilitated and sold programs for Dale Carnegie Training.

Shari's practical approach has led her to speak and train throughout the U.S. and in Singapore, Thailand, Malaysia, India, Dubai, and Australia. Some of Shari's clients include: IBM, DirecTV, Noodles & Company, the U.S. Olympic Committee, Experian, the University of Colorado, the Environmental Protection Agency, the City of Denver, the American Society of Association Executives (ASAE), and the Society of Human Resource Management (SHRM).

From making meetings work and delegating better, to managing your career and saying anything to anyone, Shari's techniques are sure to delight and inform in a real, direct, and very funny way. Participants will be laughing while they're learning and will walk away with tools and techniques to transform any relationship.

Shari's favorite testimonial:

"Best speaker at the conference, no contest. Hands down ... Shari Harley. If every business enterprise in America had a Shari Harley on staff, doublespeak and baloney would wither and die in short order."

-Society for Human Resource Management (SHRM) Conference Attendee

Watch videos, learn more about our training programs and order Candor Products at:

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