



How do I prepare
myself for the
training course?



preparing the course



- destined group
- aim of the training
- the contents of the training
- various methods

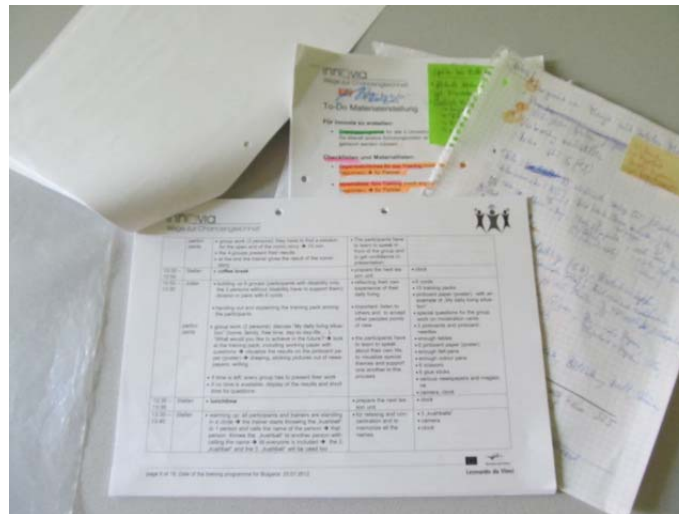




preparing the course



- the run off of the course
- materials
- documents for the participants





preparing the course



- to learn and to exercise the presentation





before the course



before the course



- clearing the location
- find out the person who may help





running off of the course



running off of the course



- personal welcome
- clearing the organization
- give an overview what will happen

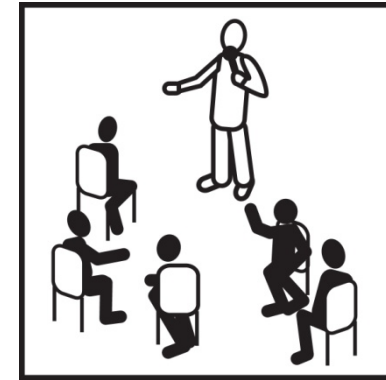
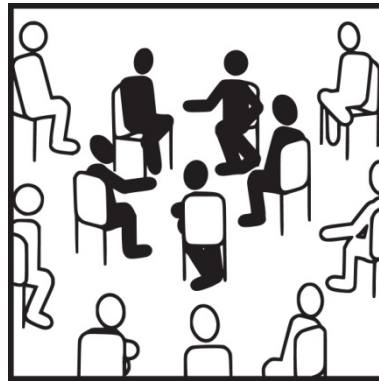
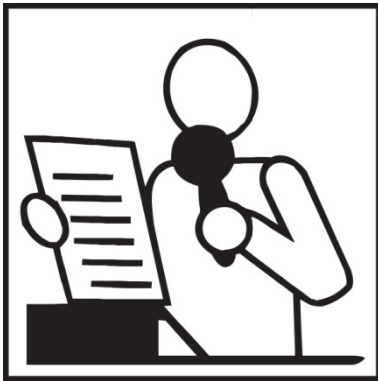




running off of the course



- working on a theme

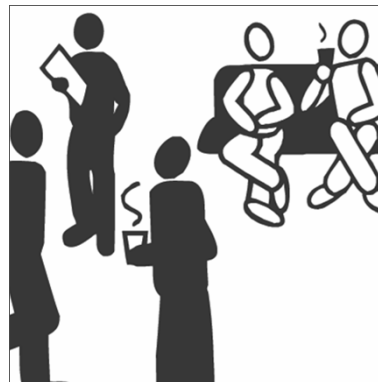




running off of the course



- feedback of everyone
- breaks





after the course



after the course



- collecting all the materials





after the course



- reflection on the own working process
- make clear what should be changed for the next course

