



### DATES

September 26 - 27, 2019  
Thursday - Friday  
9:30 am - 5:30 pm

### PROGRAM FEE

Php 11,800.00 (Early Eagle Rate until Sept. 12)  
Php 12,800.00 (Regular Rate)

### HOW TO REGISTER Online

[www.cce.ateneo.edu](http://www.cce.ateneo.edu)

### Email

[sales.cce@ateneo.edu](mailto:sales.cce@ateneo.edu)

### Call

+63(2)830.2041

*Schedules and prices may change without prior notice.*

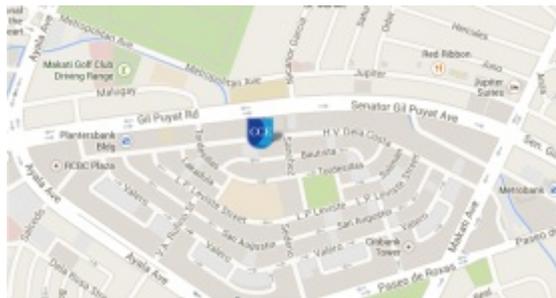
## Powerful Platform Skills

### Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

### Venue:

Ateneo de Manila University - Salcedo Campus  
3/F Ateneo Professional Schools Bldg.,  
130 H.V. Dela Costa St., Salcedo Village,  
Makati City, Philippines



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July 11, 2019



ATENEO DE MANILA UNIVERSITY  
GRADUATE SCHOOL OF BUSINESS



human resources management

# Powerful Platform Skills for Trainers

Empowered Trainer's Development Program Series

 CENTER FOR CONTINUING EDUCATION

*"If you want people to listen, you have to speak from the heart."*

**Great trainers must be great presenters as well. Trainers with good presenter skills help us listen better and encourage attention necessary for learning to take place. This program is designed to equip the trainer with techniques to become a more credible, more persuasive speaker and presenter. It tackles essential details on procedure, as well as practical techniques for communicating clearly, concisely, and forcefully so that the audience will get the messages correctly. It includes practice sessions and personalized instructional feedback.**

## Powerful Platform Skills

### objective

At the end of the program, the participants will have become aware of the fundamental principles and skills needed to be able to use the process of communication to the best advantage of the trainer as well as the learner, and will have practiced and been critiqued on their newly acquired skills.

### who should attend

The program is designed for training and organizational development specialists, entry level training officers, managers and supervisors who are directly involved in staff and/or unit development, and to non-HR persons who need to learn and understand training functions and processes.



## resource person



**MARIA SOCORRO (BABY) P. JAMIAS** is a Gallup-Certified Strengths Coach, a learning and development facilitator, and a capability-building consultant. She also has a Certificate in Organization Development from the Ateneo Human Resources Center. She works with the academe, government, various businesses, and other private organizations. Her expertise includes performance improvement, talent management, professional skills development, and leadership and management training.

Ms. Jamias was a faculty member of Far Eastern University, University of Sto. Tomas, Maryknoll (now Miriam) College, St. Joseph's College, and Ateneo de Manila.

She completed her Master of Arts degree in Linguistics at the Ateneo de Manila University. She likewise took graduate studies in Education, Drama, and Speech at the University of the Philippines, University of Sto. Tomas, and Ateneo de Manila University respectively.

Currently, she is Program Director of the Happiness at Work Series and the Communication Excellence Series of the Ateneo Center for Continuing Education.

## program content

### I. Trainer Styles

- A. Determining your trainer style
- B. Variation within your style
- C. Congruent communication
- D. The dynamic relationship between trainer and trainees

### II. VAK Learning Styles

- A. Type of learning that works best for the individual
- B. Preferences based on the learning style
- C. Observable behaviors relevant to the style
- D. Adjusting trainer style

### III. Platform Skills

- A. Personal presentation capability
- B. Body language that commands attention
- C. Powerful, yet natural gestures
- D. Simple, yet engaging movement
- E. Voice that resonates with the audience

### IV. Presenter Skills

- A. Preparing for and organizing the presentation
- B. Getting attention and keeping interest
- C. Building group rapport and engagement
- D. Starting and closing sessions with a bang
- E. Using questions and visualization

### V. Understanding Your Presenter Impact

- A. Slaying speaking demons
- B. Fixing mannerisms and bad habits
- C. Handling distractions
- D. Working with visuals and hand-outs
- E. Maintaining presence of mind

### VI. Putting It All Together

- A. Video-tape recording of individual presentations
- B. Critiquing