

**One Day Programme on Documentation, Presentation & Facilitation Skills ,**  
**7<sup>th</sup> August, 2017**  
**Venue: APHRDI, Bapatla**

Topic	
Time	DAY-1
09.00 – 10.30	<p><b><u>Session 1: Documentation Skills</u></b></p> <ul style="list-style-type: none"> <li>❖ Writing for a purpose</li> <li>❖ Getting Started and planning</li> <li>❖ Preparation of Professional Documents</li> <li>❖ Common Business Language</li> <li>❖ Reviewing &amp; Proof reading styles &amp; standards</li> <li>❖ Preparing effective email</li> <li>❖ Email etiquette</li> <li>❖ Reporting Writing, purpose, planning and structure</li> <li>❖ Quick Tips for effective writing</li> </ul>
10.30 – 11.00	<b>Tea Break</b>
11.00 – 12.30	<p><b><u>Session 2: Presentation Skills</u></b></p> <ul style="list-style-type: none"> <li>❖ Understand the reasons for fear of speaking and methods for overcoming the same.</li> <li>❖ Recognize the components of presentation skills</li> <li>❖ Learn to apply the components</li> <li>❖ Understand the power of story telling</li> <li>❖ Learn to Improvise</li> </ul>
12.30-01.30	<b>Lunch Break</b>
01.30-03.00	<p><b><u>Session3 : Facilitation Skills-I</u></b></p> <ul style="list-style-type: none"> <li>❖ Discover ways to make the environment safe</li> <li>❖ Understand the role of a Facilitator</li> <li>❖ Identify different learning style(s)</li> <li>❖ Learn different modes of Adult Learning</li> <li>❖ Implement dependency modes to determine ..facilitation style and approach</li> <li>❖ Create a positive climate for learning</li> <li>❖ Enhance ability to read a group</li> <li>❖ Be aware of the Adult Learning Model</li> <li>❖ Learn various tools to engage the audience</li> <li>❖ Ability to spot and handle different participants</li> <li>❖ Gain knowledge to solicit participation</li> <li>❖ Cultivate effective method to conduct the question and, answer session</li> </ul>
03.00-03.30	<b>Tea Break</b>
03.30-05.00	<p><b><u>Session 4: Facilitation Skills-II</u></b></p> <ul style="list-style-type: none"> <li>❖ Develop structured approach to plan for a session</li> <li>❖ Use various techniques for Time Management</li> <li>❖ Understand how to elicit the feedback and take ..corrective measures</li> <li>❖ Develop a structured approach to check the groups level of understanding</li> <li>❖ Provide techniques to reflect on the facilitation, the pace and the time</li> <li>❖ Learn to design Evaluation forms to elicit feedback</li> </ul>