Title of Training Presentation

Presented by Your Name

Introduction

- Introduce the subject of the presentation.
- State how presentation will benefit audience.
- State presenter's level of expertise on the subject.

Tip: Click in the notes pane below to add your own speaker notes.

Training Outline

- Lesson 1: Name
  - Provide brief description, if desired.
- Lesson 2: Name
  - Provide brief description, if desired.
- Lesson 3: Name
  - Provide brief description, if desired.

Lesson 1: Objectives

- List the intended outcomes for this training session.
- Each objective should be concise, contain a verb, and have measurable results.

Lesson 1: Content

- Add text here.
- To add a picture, chart, or other content in the right column, click the appropriate icon.
- To add a slide, click **Add Slide** on the **Slides** menu or press CTRL+M.

Lesson 1: Wrap-up

- Summarize important points.
- Allow time for questions.

Lesson 2: Objectives

- List the intended outcomes for this training session.
- Each objective should be concise, contain a verb, and have measurable results.

Lesson 2: Content

- Add text here.
- To add a picture, chart, or other content in the right column, click the appropriate icon.
- To add a slide, click **Add Slide** on the **Slides** menu or press CTRL+M.

Lesson 2: Wrap-up

- Summarize important points.
- Allow time for questions.

Lesson 3: Objectives

- List the intended outcomes for this training session.
- Each objective should be concise, contain a verb, and have measurable results.

Tip: Click in the notes pane below to add your own speaker notes.

Lesson 3: Content

- Add text here.
- To add a picture, chart, or other content in the right column, click the appropriate icon.
- To add a slide, click **Add Slide** on the **Slides** menu or press CTRL+M.

Lesson 3: Wrap-up

- Summarize important points.
- Allow time for questions.

Summary of Training

- List important points from each lesson.
- Provide resources for more information about the subject.
  - List resources on this slide.
  - Provide handouts with additional resource material.

Assessment and Evaluation

- Prepare a quiz or challenge to assess how much information participants learned.
- Survey participants to see if they found the training beneficial.