

# Training (presentation outline)

## Learning to Work Efficiently and Accurately

### Introduction

- Define the subject matter
- State what the audience will learn in this session
- Find out any relevant background and interest of the audience

### Agenda

- List the topics to be covered
- List the times allotted to each

### Overview

- Give the big picture of the subject
- Explain how all the individual topics fit together

### Vocabulary

- Glossary of terms
- Define the terms as used in this subject

### Topic One

- Explain details
- Give an example
- Exercise to re-enforce learning

### Topic Two

- Explain details
- Give an example
- Exercise to re-enforce learning

### Summary

- State what has been learned
- Define ways to apply training
- Request feedback of training session

### Where to Get More Information

- Other training sessions
- List books, articles, electronic sources
- Consulting services, other sources