

Training Seminar

Title

Introduction

- Describe the subject to be treated
- Define the learning objective
- Determine what previous experience the participants have
- Take their experience into account when teaching

Agenda

- Give an overview of the seminar schedule
- List the times of the individual events
- Name the respective trainers

Overview

- Give an overview of the contents to be covered
- Mention the connections between the various topics and their importance
- Establish a practical context for the audience

Terminology

- List specialized or technical terminology
- Define each individual term

First Topic

- Give a brief overview of the topic
- Establish a connection to the main subject
- Use supporting examples
- Review the material covered

Second Topic

- Give a brief overview of the topic
- Establish a connection to the main subject
- Use supporting examples
- Review the material covered

Third Topic

- Give a brief overview of the topic
- Establish a connection to the main subject
- Use supporting examples
- Review the material covered

Fourth Topic

- Give a brief overview of the topic
- Establish a connection to the main subject
- Use supporting examples
- Review the material covered

Summary

- Summarize the material covered
- Refer to the practical context again
- Clarify any remaining questions
- Ask for audience feedback about the training seminar

Works Cited

- Refer to supplementary seminars or events
- Provide information about further aids and resources
- State any additional sources