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Training of trainers (ToT):
Communication

Introduction

- **Aim:** To discuss communication skills and put presentation skills into practice.
- **Objectives:**
 - explain the importance of communication skills and put presentation skills into practice
 - explain how to give good demonstrations

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Why are good communication skills important?

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Why do we mean by good communication skills?


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Communication skills

- Work in groups of 2 or 3
- Read and discuss the key points for your topic
- Prepare a five minute presentation to explain the key points
- Use a variety of styles to convey the information such as presentation, demonstration, or role play
 - Group one: Verbal skills
 - Group two: Non-verbal communication
 - Group three: Asking questions
 - Group four: Answering questions


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Giving demonstrations

- ✓ Make sure everyone can see
- ✓ Prepare props and equipment in advance
- ✓ Explain clearly, demonstrate and repeat
- ✓ Know your audience
- ✓ Allow participants to practise what has been demonstrated
- ✓ Monitor participants and step in as necessary to give feedback (especially related to safety)
- ✓ Think about gender during demonstrations, especially when touching is necessary


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Playing videos

- ✓ Watch them before you play them
- ✓ Explain what it is about before you show it
- ✓ Link it to the session
- ✓ Play videos with subtitles to make them easier to follow
- ✓ Ask questions about issues you want participants to consider, and highlight what they should observe
- ✓ Repeat key sections, if time allows, or pause for emphasis


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Key point summary

- It is important for trainers to have good communication skills
- Communication skills can be learned, and practiced over time
- Trainers can support each other to communicate clearly

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Thank you

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