

Planning a Workshop

Assessment 4

Total Marks: 30

1: Objective questions: (09)

- i. A local company has asked you to teach a new software program to their employees. It's very different from anything their staff has used before. What should you keep in mind?
 - a. Information that conflicts sharply with what is already held to be true makes the employees absorb new information slowly
 - b. They need to be there because the new software is vital to the organization, so you don't need to motivate them
 - c. The program has lots of great visual features, so you won't need to bring as many visual aids
- ii. True or False: Microsoft PowerPoint slides can be a great visual aid.
- iii. An adult's attention span is a little less than;
 - a. 30 minutes
 - b. 60 minutes
 - c. 70 minutes

iv. Outline the activities involved in training preparation. (06)

Q: 2: Discuss in detail the six components of a successful training plan (15)