

Planning a Workshop

ASSESSMENT

Total Marks: 30

Answer the following questions:

1. What are the six components of a good training plan (12)
2. What are different challenges to anticipate for planning a training workshop? (08)
3. How will you use following visual aids while planning for a training? (10)
 - a. PowerPoint Slides
 - b. Video (Digital, VCR, or DVD)
 - c. Flip Charts
 - d. Whiteboard or Chalkboard
 - e. Smart boards