



Ontario  
Professional  
Planners  
Institute

Institut des  
planificateurs  
professionnels  
de l'Ontario

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## Ontario Professional Planners Institute Workplace Continuing Education Program

### Presentation Skills for Planners

#### Overview

Presentation Skills for Planners is a one-day course that leads planners through a series of exercises on organizing topics, preparing visuals, rehearsing, staying calm, speaking clearly and handling questions.

*Participants for Presentation Skills for Planners must be prepared to give a 3 minute presentation on any topic, so you can practise what you learn and get individual feedback on your speaking style.*

The ideal number of course participants is twenty.

#### Costs

On a per participant cost basis, the course is a very cost-effective means of providing continuing education for employees. There is an OPPI fee of \$50 per person per day. This amount includes one-time-only use of the course content and a master copy of the course material.

#### Responsibilities

##### Workplace Responsibilities:

- Contact OPPI to arrange for one-time use of the course.
- After booking with instructor, notify OPPI of course date(s). Provide contact name and mailing address for course material.
- Supply OPPI with a list of participants, including full names, at least one week prior to the delivery of the course.
- Contact instructor to arrange customized delivery of the course, book dates and arrange payment directly to the instructor.

- Arrange all logistical details including classroom space, refreshments, photocopying, registration and production of course materials.
- Use the OPPI name and logo with the course materials.

#### Instructor Responsibilities:

- Work directly with the workplace in the design and delivery of the course.
- After booking with workplace, notify OPPI of course date(s).
- Keep OPPI apprised of any issues that may affect the image or credibility of the course.
- Contract directly with the workplace regarding fees and expenses.
- Provide OPPI and workplace with a summary of the course evaluations.

#### OPPI responsibilities:

- Contract with the workplace to permit use of the course.
- Send letter/e-mail confirming course date(s) and workplace responsibilities.
- Provide a master copy of course materials to the workplace.
- Invoice the workplace for the OPPI fee.