

How to Prepare and Present a 15-Minute Training (Simple Guide)

1. Pick ONE Big Idea.

Choose a topic from the list above. Example: “*Adapt Like a Pro.*”

💡 Focus on ONE key message: “*Adaptability is your best tool for success.*”

2. Use the 5-Minute Rule.

Break the training into 3 parts:

- **5 mins:** Hook & Why It Matters
- **5 mins:** Teach One Practical Tip
- **5 mins:** Quick Exercise or Discussion

3. Create a Simple Outline.

Here’s your cheat sheet:

- **Start Strong (5 mins):**
 - Ask a relatable question:
“*Nakaka-stress ba kapag biglang may pagbabago sa trabaho?*”

- Share a short story or stat:
 - “*Alam mo ba, 75% of employees struggle with workplace change. Pero may paraan para maging pro dito.*”
- Explain why the topic matters:
 - “*Ang pagiging adaptable ang sekreto para ma-promote, ma-respect, at hindi ma-stress.*”
- **Teach ONE Thing (5 mins):**
 - Give 1 clear tip: “*Focus on what you CAN control.*”
 - Use an example: “*Pag nagbago ang boss mo, instead of stressing, tanungin: Ano ang pwede kong gawin para mag-adjust sa bago niyang style?*”
- **Engage the Group (5 mins):**
 - Quick activity: “*Share one time na nahirapan kayong mag-adapt sa trabaho. Paano niyo nalampasan?*”
 - End with a takeaway: “*Remember, being adaptable is a skill na pwede mong pag-practisan araw-araw.*”
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