

TRAINING TECHNIQUES THAT WORK



Presented by Geoff Nichols,
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Poll Question #1

What percentage of all the trainers you have seen in your life would you say are very effective?

- A. 20% or less
- B. 20% to 40%
- C. 40% to 60%
- D. 60% to 80%
- E. 80% to 100%

Poll Question #2

How many of you are: (Select one from below)

- A. Full-time contract trainers
- B. Full-time internal organizational trainers
- C. Occasional or part-time organizational or contract trainers

Poll Question #3

Which one of the following training situations applies most to you? "I train mostly..."

- A. Through webinars
- B. In classroom or conference room settings
- C. One-to-one
- D. Other: Please identify it via chat

ADDIE

- Analyze
- Design
- Develop
- Implement
- Evaluate

Effective Training Methods

- Lecture
- Large group discussion
- Small group activities
 - Case Studies
 - Role plays
 - Projects / Panels
 - Debates
 - Games
- Individual exercises

Training Media - 1

- PowerPoint™
- Flipcharts
- Handouts
- Videos and audios

Training Media - 2

- Electronic white boards
- Virtual meeting technology
- Props
- You

I V E E - The Only Four Skills You Need

- **Involvement** – Getting the training group to respond
- **Variety** – Change the delivery in some way
- **Enthusiasm** – Show excitement about the topic
- **Examples** – Provide specific illustrations

Involvement

These are actions you can take to capture your trainees' collective attention:

- Ask questions
- Directed tasks
- Visualizations
- Applications

Variety

These are actions you can take to make your presentations more interesting.

- Change media
- Change speech
- Change movement

Examples

These are specific illustrations of training issues used to make them more real-world for training participants.

- Anecdotes
- Simulations
- Demonstrations
- Artifacts

Enthusiasm

This your demonstration of a high level of positive feelings about a topic, issue, situation, etc.

- **Body language**
- **Speech**
- **Words**

Humor

Do

- **Be brief**
- **Keep it clean**
- **Keep it relevant**

Avoid

- **Sarcasm, inappropriate or snarky comments**
 - **Making fun of individuals and groups**
 - **Puns (just joking)**

Eliciting Humor

- **Exaggerate wildly**
- **Non-sequiturs**
- **Unexpected endings**
- **Overreactions**

Resources

- **The Complete Guide to Training Delivery – A Competency-Based Approach** – King, King and Rothwell.
- **Training for Dummies** – Biech
- **Games Trainers Play** – Scannel and Newstrom
- **Itrain.org** – Website of Int'l Association of Technology Trainers
- **Mindtools.com** –
- **YouTube.com** – "Life after Death by PowerPoint; Don McMillan," 8:30 version

Thank You for Participating



Train the Trainer

- Includes:**
- Instructor Guide,
 - Participant Guide,
 - PowerPoint presentation,
 - Course Overview,
 - Learning Summary,
 - and Course Evaluation
- Also Included: Test Your Knowledge, Action Plan, Practice Exercises, and Activities



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TRAINING TECHNIQUES THAT WORK – Q & A

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