


 **IDEAS FOR LEARNING**

7 Greatest Mistakes Trainers Make – and How to Avoid Them!

Developed and Presented by: **Bob Pike CPLP**
Fellow, CSP, CPAE – “The Trainer’s Trainer”

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Mistake 1: No Transfer Strategy
Solution: Focus and Clarity



What is Training?

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Mistake 1: No Transfer Strategy
Solution: Focus and Clarity



Training is a **PROCESS**,
Not an Event!

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Mistake 1: No Transfer Strategy
Solution: Focus and Clarity



What is the purpose
of training?
To produce **RESULTS!!**

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Mistake 1: No Transfer Strategy
Solution: Focus and Clarity



To produce **RESULTS!!**
To produce results you
need a **Transfer
Strategy!**

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Mistake 1: No Transfer Strategy

Transfer Grid

	Before	During	After
MGR	1	2	3
PART	4	5	6
TRNR	7	8	9

Mistake 1: No Transfer Strategy

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Mistake 1: No Transfer Strategy

Transfer Grid

	Before	During	After
MGR	¹ 1	4	⁷ 3
PART	²	5	8
TRNR	³ 2	6	9

Mistake 1: No Transfer Strategy

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Mistake 1: No Transfer Strategy

Solution: Transfer Strategies

1. Manager meet with participant and develop learning goals for attendance 

2. Trainer brief manager on goals of the course. 

3. Manager provide time for participant to apply new knowledge and skills. 


Mistake 2: Too Much Content/Too Little Time

Solution: Apply the Minimalist Set Principle



Mistake 2: Too Much Content/Too Little Time
Solution: Apply the Minimalist Set Principle


Divide Content into 3 Buckets



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Mistake 2: Too Much Content/Too Little Time
Solution: Apply the Minimalist Set Principle

Divide Content into 3 Buckets



Need 2 Know
 Nice 2 Know
 Where 2 Go

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Mistake 3: Content Chunks Too Long
Solution: Apply the 90/20/8 Rule

90/20/8(4)
U R I

With clients – AVG Content Chunk = 45-60

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Mistake 4: Poor Use of Evaluation Form
2 Solutions:



1. Hand it out early and collect it early!

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Mistake 4: Poor Use of Evaluation Form
2 Solutions:




1. Hand it out early and collect it early!

2. Evaluate 4 Things:

1. Instructor
2. Content/Process
3. Materials/Environment
4. Participant engagement

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Mistake 5: Improper Handling of Questions
3 Solutions:



1. Use small groups to create questions.

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Mistake 5: Improper Handling of Questions
3 Solutions:



1. Use small groups to create questions.
2. Allow a specific amount of time.


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Mistake 5: Improper Handling of Questions
3 Solutions:




1. Use small groups to create questions.
2. Allow a specific amount of time.
3. Use a capture the question board.

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Mistake 6: No Use of C.O.R.E.
Solution: Use C.O.R.E.



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Closers
Openers
Revisitors
Energizers

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Mistake 6: No Use of C.O.R.E.
Solution: Use C.O.R.E.



Closing A.C.T.

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Mistake 6: No Use of C.O.R.E.
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Closing A.C.T.
Action Planning

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Mistake 6: No Use of C.O.R.E.
Solution: Use C.O.R.E.



Closing A.C.T.
Action Planning
Celebration

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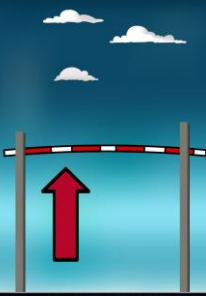
Mistake 6: No Use of C.O.R.E.
Solution: Use C.O.R.E.



Closing A.C.T.
Action Planning
Celebration
Tie Things Together

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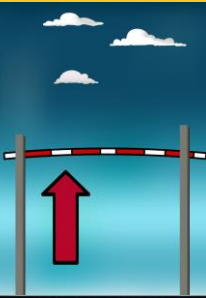
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Openers: Raising the B.A.R.

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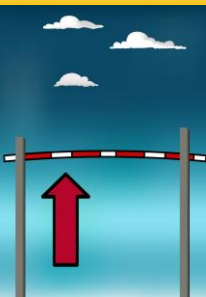


Openers: Raising the B.A.R.

Breaks Preoccupation
A
R

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Mistake 6: No Use of C.O.R.E.
Solution: Use C.O.R.E.



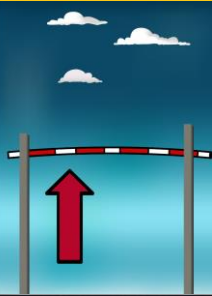
Openers: Raising the B.A.R.

Breaks Preoccupation
Allows Networking
R

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Mistake 6: No Use of C.O.R.E.

Solution: Use C.O.R.E.



Openers: Raising the B.A.R.

Breaks Preoccupation
Allows Networking
Relevant to the Content

Mistake 6: No Use of C.O.R.E.

Solution: Use C.O.R.E.



Revisitors – Revisit – not Review

Mistake 6: No Use of C.O.R.E.

Solution: Use C.O.R.E.



Energizers

- Quick – 1-2 minutes
- Content related
- Physical/Verbal



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Mistake 7: Not Available

Solution: Commit to 15/15



- **Last 15 minutes before**
- **First 15 minutes after**



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