



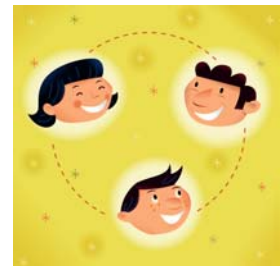
# MAXIMISE YOUR TRAINING IMPACT

## 1. Engaging your audience

### How to engage your audience

How to gauge and respond to your audience's expectations and interests

How to gauge the pre-knowledge of the group and encourage them to contribute their knowledge to the group



#### (i) Engaging the group:

- Engaging the audience – so that they are eager and confident to participate.

#### (ii) Using existing group knowledge:

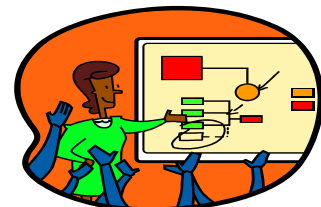
- Four different ways of gauging the pre-knowledge of the group – so you can target your material using good adult learning theory.
- Recognize previous knowledge – so you can utilize the expertise in the room.
- How to Add Value to existing knowledge – so people feel their expertise is acknowledged and can be enhanced by adding value to it.

#### (iii) Interaction:

- Breaking up "cliques" - so they are out of their comfort zone and "learning transfer" is easier.

#### (iv) Small group techniques:

- Using small group techniques - so all participants are actively engaged.



## 2. Your training style

What is your learning style and how does it impact on your training style?

How to keep your training style fresh and relevant

How to present well to the group

How to effectively facilitate the group

- Learning about your learning style – so you don't fall into the trap of teaching only the way you learn, rather you can accommodate all learning styles.
- Making the 7 Intelligences practical, especially for technical training – complicated concepts can be easily delivered so that they are absorbed and understood.
- Using Philosophers Walk – so you model to the group V.A.K.T learning.
- The Pencil Technique – so you look really clever and minimize your nerves.
- Using your group as co-facilitators – so you aren't doing all the hard work, and your attention stays with the needs of the group.



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## 3. The training room/ learning environment

How to create an effective learning environment

How to grab the group's focus

- Bring the group's focus into the training room - so they leave their worries behind and are open to your session.
- Creating an atmosphere within the room - so participants are relaxed and open to learning.



## 4. Activities to encourage interaction

Different resources to encourage interaction, increased energy levels

- Brain Gym exercises – so you can energize the group at any stage in the day and deliberately target what you need the group to be doing.
- Six different ways with playing cards to get your group interacting with playing cards – break up the cliques, get the energy moving, get positive thinking happening.



## 5. Encouraging positive mindsets

How to combat nervousness, encourage excitement in learning and keep your participants focused

- Creative Session Openers – generating excitement about the learning possibilities.
- Overcoming negative mindsets – so behavioural change is possible and they don't give you a hard time.
- VAKT – how to build these perceptual modes into your sessions – your participants will be immediately engaged.
- Getting movement in the training room– gets the energy up, engages mobile learners, and minimizes boredom and distractions.
- Keep them awake after lunch – so when you are on the graveyard shift your sessions have vitality and impact.
- Keeping the group on task – so you get through the material and are not high-jacked.
- Six fun ways of appointing scribes and relieving tension – so people are having fun doing necessary tasks.
- Build positive experiences – so people leave feeling confident and rapt in you as a trainer, and willing to change behaviour.





# MAXIMISE YOUR TRAINING IMPACT

## 6. Learning styles

**What is your learning style and how does it impact on your training style?**

**How to recognise, appreciate and respond to different learning styles**

**How to encourage your group to transfer learning into practical application**



- Learning about your learning style – so you don't fall into the trap of teaching only the way you learn, rather you can accommodate all learning styles.
- Learning Styles – so that you will understand how you learn, and how the 23 elements that affect the learning influence of you and others.
- Modelling ways to engage various learning styles – you'll see it; you'll hear it, and you do it – so it sticks.
- Understanding the myths of learning - so that confidence is built.
- Immediate transfer of learning into practical application - so participants leave with planned activities to implement immediately and spread the word about your training.

## 7. Timing

**How to keep your workshop running on time and flowing smoothly**

- If you say 2 minutes, mean it – tricks to keep on track and manage time.



## 8. Presenting your resources and materials

**Are your resources responding to the different learning styles (eg. are they tactile, colourful etc)**

**Are your training manuals aesthetically pleasing and easy to comprehend?**

- Whole Brain Learning Techniques – such as use of stories, metaphors, humour, graphics, colour, overviews, factual input – so that your material is presented in a ways that people learn and succeed.
- Creative Chart Work – engages the visuals and makes you look professional.
- Creating relevant ice-breakers – so that you are not wasting valuable time.
- Use of Graphics – brighten up boring and dry content.
- Utilizing tactile resources that make your material relevant to those who need to touch it.



## 9. Memory and reading techniques

**How to teach your group to read faster and comprehend more**

**How to help with memory training and build retention**

- Pre-reading – participants will love you forever for this one when they learn the tricks to read and comprehend at a speed they never thought possible – straight away.
- Six different methods to build retention, so they get it, can recall it and use it – so your training sticks.
- Memory training and building retention – so it sticks.



## 10. Evaluation and feedback techniques

**How to find out what your group is thinking**

- How to lessen anxiety in the plenary feedback sessions – so people are relaxed and focused on the sessions, and you get honest feedback.
- Feedback Cards – so that you know exactly where all of the groups thinking is, not just the verbal few.
- Evaluation techniques – so that the group is focused on continuous improvement.

