

MAXIMISE YOUR TRAINING IMPACT - LEVEL 2
'TRAINING TO THE CREST'



MAXIMISE YOUR TRAINING IMPACT LEVEL 2

ADVANCED PROFESSIONAL SKILLS KNOWING YOUR CRAFT - EXCELLENCE IN DELIVERY

“They make it look so easy...”

Have you ever thought this when watching Professional Golfers, Olympic Divers, Chinese Gymnasts or Master Chefs at work?

We dream of having their natural gifts and abilities just to be able to perform so gracefully. Yet we also know that for most it has taken many hours to hone their skills and routines so that it all comes out as a natural flow. There are always secret tips and techniques to be learned –we can help you with that *and* show you how to apply them to your own professional (and personal) needs.



An outstanding performance on the sporting field is not a one-off event for most athletes, but a culmination of training both physically and mentally over many years. So, too, most great Educators don't 'wing' success but rather rely solidly on:

- preparation
- knowing their materials
- what they want their students to experience and achieve, and then,
- relying on their skills as educators to devise various interesting ways to get their message across.



MAXIMISE YOUR TRAINING IMPACT 2

In the first level of **'Maximize Your Training Impact'** you were exposed to many techniques and processes to engage the **Learner** - with a focus on *their* behaviours & learning styles and experiencing how to adjust your training style to incorporate these.

In this second programme, you will master the skills as a **Facilitator** and learn what you need to do to achieve your own personal 'Excellence in Delivery'.

COURSE CONTENT - MTI 2

1. SELF PREPARATION AND PERFORMANCE MODE:

No matter who the group are and what we think their reactions might be, we, like athletes, need to do our warm-up and mental preparation prior to any presentation. The skills you will learn will calm your nerves; get you focused and immediately switch you ON to performance mode. They include:

- PACE and other Brain Gym exercises
- NLP's Circles of Excellence
- ABCDEF>>>>of High Performance State (fantastic physical routine to get you focused)
- Third person position to allow you to review your own delivery style.
- Techniques to keep yourself mentally present in the room and reduce Anxiety.

2. FRAMING UP:

Sales people sell with it, political 'spin doctors' perfect it and great educators motivate with it. Learn 'It' - the deliberate words you use to get your audience excited about spending time learning your topic.

Photographs and paintings are lifted from simple pieces of canvas or bits of paper to works of Living Art by the surrounding frames used to elicit their unique beauty and features. The Framing of the art pieces can be as important as the piece itself in the sales process. So, too, with training delivery- **you need to frame it up in your initial introduction so the audience is seduced into buying.**



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- Learn the 'Features vs Benefits' distinction from Sales 101 in the Training and Teaching environment.
- WIIFM – You have **got** to hook them
- Be clear on your desired and specific outcome
- Ask the question “*What is the consequence of doing this workshop as against not doing this workshop*” - the Audience must know the benefits of doing the workshop
- How will doing this workshop affect your work and life balance?

3. STORIES AND METAPHORS:

Stories and Metaphors are the *most* powerful way of getting our message across. You will master how to make them simple and engaging for all learning. Global Learners love them because they make content come alive. There are secrets to good stories and metaphors which you will practice and play with:

- Key points of benefit to them.
- Using sensory experience
- Including Universals
- Making them cross cultural and generational boundaries
- Six word sentences
- Most embarrassing experience and a person whom I admire
- Using VAKT

4. QUESTIONS: *Oh! How we hate them - especially us control freaks!*

- What if they ask a question I don't know the answer for?
- Is there some hidden agenda behind that one?
- This could open a minefield here. I'm being set up, for sure...
- It could be a Red Herring that will delay us for twenty minutes and I am already behind time...
- Only a cynic would ask that one...
- They can't be serious! Where have they been for the last two hours?
- Not him again - he just wants to be noticed!
- What time is lunch?



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How DO you engage participants through Questions?

Ever heard yourself say “No question is a silly question. Feel free to ask...” and you hope like heck they don’t? Questions really can be used very productively in the training room, as long as we are mentally prepared for them. Therefore, it is important that you :

- Recognise various types of questions and how to handle them
- Respond to the intention behind the questions
- If you ask a question - wait for an answer
- 1:2:Share rule

STAGE CRAFT: *All great professionals are masters of their craft and for Educators and Trainers there is a topic called ‘Stage Craft’.*

Learn how to:

- Anchor the room
- Use your body to Mirror perceptions and assist understanding
- Spatial and Body anchors - using spatial anchors- memory and language are spatial anchors e.g. rock on desk when studying

ENGAGING THE LEARNER:

Beyond ‘Maximise Your Training Impact’ Level 1 – Using:

- Multiple Intelligences
- Building Rapport with Groups and Individuals
- Question Framing
- Handling Difficult People

ENERGIZING THE ROOM:

Learn how to keep energy levels high – both for yourself and your participants, by:

- Types of content Review
- Changing Groups
- Appointing Scribes