

# MAXIMIZING YOUR TRAINING & TEACHING IMPACT



## PROFESSIONAL DEVELOPMENT FOR TRAINING & EDUCATING PROFESSIONALS

Mindworks partnered with Prestige Service Training RTO ID 31981



**'EFFECTIVELY ENGAGE LEARNERS IN THE LEARNING PROCESS'**

**Accredited Short Course Code: 30899QLD**

**WHO?**

- Trainers ● Facilitators ● Educators ● Presenters
- Speakers ● Managers ● YOU!

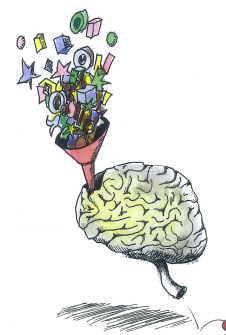
**WHY?**

Are you looking for great, practical, professional development that will enhance your training skills? Then be aware that Mindworks in partnership with Prestige Service Training have received National Accreditation for their 'Maximizing Your Training and Teaching Impact' program. This unit can now be used as one of the electives in the Cert IV in Training and Assessment (TAE) and as part of the upgrade from TAA to the new TAE qualifications. This program is run as both a Public course, and as an In-house program within Corporate & Government organizations.

**WHAT?**

### Outcomes from our Workshop include:

- Learning how to get their attention and keep it
- Discovering the Learning Styles of individuals and how to cater to their learning needs
- Learning the "Cheat Sheet" – tips and techniques designed to take away your nerves and make you the one in control of proceedings
- Finding out how to keep energy levels at a premium during your presentations – even when dealing with dry and dull content
- Learning alternatives to the dreaded 'ice breaker'
- Understanding the value of the 'Philosophers Walk'
- Learning to control the ebb, flow and timing of your deliveries with simple, effective strategies
- Learning ways to break up cliques – and they won't even know that you're doing it!
- Learning to use small group activities so that everyone is actively engaged in learning
- Learning to teach their way, not the way that you learn
- Understanding how to make the 7 Intelligences practical
- Preparing your environment for optimum learning: create an open atmosphere and safe place for them to have fun and engage fully with your content
- Learning some basic Brain Gym exercises to encourage interaction and increase energy levels
- Understanding the myths of learning, and building confidence in your groups
- Improving Memory Skills – yes you can increase the power of your mind and learn to retain knowledge longer than you thought possible – we will show you how to make your training stick!



**WE?**

The Presenter is **Laurie Kelly** B.A. Dip. Ed.

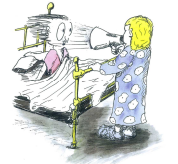


Laurie has an impressive background in education including secondary teaching, University Lecturing and Organisational training. He has undertaken an impressive amount of post graduate training in understanding how the mind works, including NLP Practitioner Programmes, Gestalt Facilitation Training, Instructor in Teacher Effectiveness Training, Accelerated Learning, many other Training & Facilitation programmes. These programmes represent over 1200 hours of Professional Development and in-service. Laurie has combined the best ideas from these disciplines into a highly practical programs for Trainers and Presenters in how to engage their Audiences. Laurie has been the Director of Mindworks since 1992.

**This is, without a doubt, the best Trainer Training program available today.  
Discover how easy it is  
'MAXIMIZING YOUR TRAINING & TEACHING IMPACT'**



# COURSE CONTENT



## 1. ENGAGING YOUR AUDIENCE

- How to engage your audience – the mysteries of **VAKT** revealed, and more...
- How to capture their interest in your topic and build their confidence to fully participate
- How to gauge and respond to your audience's expectations and interests
- How to gauge the pre-knowledge of participants, target your material appropriately, and encourage them to contribute their knowledge to the group
- Small group work and adding value to existing knowledge



## 2. YOUR TRAINING STYLE

- What is your learning style and how does it impact on your training style? Don't only teach the way you learn
- How to keep your training style fresh and relevant
- How to present well and effectively facilitate the group
- Using 7 Intelligences for practical training – using Philosophers Walk, the Pencil Technique and many more...
- How to use your group as co-facilitators – so you aren't doing all the hard work, and your attention stays with the needs of the group.



## 3. THE TRAINING ROOM/ LEARNING ENVIRONMENT

- How to create an effective learning environment
- Grab the group's focus and bring it into the training room – keep them relaxed and focused

## 4. ACTIVITIES TO ENCOURAGE INTERACTION

- Different resources to encourage interaction and increase energy levels
- Brain Gym exercises – so you can energize the group at any stage in the day
- Six different ways with playing cards to get your group interacting
- 52 techniques to get the energy moving, get positive thinking happening and raise positive energy levels.



## 5. ENCOURAGING POSITIVE MINDSETS

- How to combat nervousness, encourage excitement in learning and keep your participants focused
- Creative session openers and overcoming negative mindsets
- Keep them awake after lunch & building positive experiences – so people leave feeling confident and willing to change behaviour
- Keeping the group on task – so you get through the material and are not high-jacked



## 6. LEARNING STYLES

- How to recognise, appreciate and respond to different learning styles and learn the 23 elements that affect the learning influence of you and others
- You will understand how you learn, modelling ways to engage various learning styles – you'll see it; you'll hear it, and you'll do it – so it sticks
- Immediate transfer of learning into practical application - so participants leave with planned activities to implement immediately and spread the word about your impressive training



## 7. TIMING

- How to keep your workshop running on time and flowing smoothly- time management

## 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?
- Using Whole Brain Learning Techniques – such as use of stories, metaphors, humour, graphics, colour, overviews, factual input & Creative Chart Work



## 9. MEMORY, RETENTION AND READING TECHNIQUES

- How to teach your group to read faster and comprehend more
- How to help with memory training and build retention with six different methods – so it sticks!



## 10. EVALUATION AND FEEDBACK TECHNIQUES

- How to find out what your group is thinking and lessen anxiety for honest feedback
- Evaluation techniques – so that the group is focused on continuous improvement
- And **so much more...** we can't fit it all on here! And all *immediately* applicable to your own training!



Partnered with

