

Tips for Trainers

- Prepare any visual information before the session, to save class time.
- Show how the training will help the participants.
- Provide an overview of what will be taught.
- Communicate any expected outcomes (what participants will need to know or do).
- Present information in meaningful chunks and stress the important points.
- Provide written instructions for complicated in-class activities.
- Use a mix of teaching methods to address the various learning styles.*
- Recognize adults' experience and independence.
- Connect new ideas to what the trainees already know.
- Illustrate abstract concepts with practical examples.
- Use words and pictures together to maximize your communication.
- Help trainees to apply what they have learned to their daily work.

*About learning styles:

- ❖ Some people learn best through activities or discussion (Active Learners); others prefer to take time to think before taking action (Reflective Learners).
- ❖ Some people like to solve problems by established methods and work well with details (Sensing Learners); others like to be innovative and dislike routine tasks (Intuitive Learners).
- ❖ Some people like to learn step by step (Sequential Learners), while others learn in large chunks and like to obtain a general overview of a subject (Global Learners).
- ❖ Some people gain a lot from pictures, graphs, etc. (Visual Learners); others prefer to receive information by written or spoken words (Verbal Learners).

Sources: *101 Ways to Make Training Active*, 2nd edition, by Mel Silberman (2005); "Learning Styles and Strategies," by Richard Felder and Barbara Soloman (http://www.ncsu.edu/effective_teaching/ILSdir/styles.htm); and *Telling Ain't Training*, by Harold Stolovitch and Erica Keeps (2003).