



Effective Training

Tips & Facts Sheet

Many adults pay attention for 10-15 minutes and retain just 20% of what they hear. Engaging them will increase their learning.

Ways to engage your group

Reduce lecturing and mix your approach. Use a combination of methods (changing about every 10 minutes). You might:

1. **Mix media.** Lecture, write on a board or flipchart, use PowerPoint or show a Video
2. **Question the group and give (individual or group) exercises.** (See more below). Questions, exercises and activities encourage discussion and physical movement and provide you with feedback on the groups understanding.



Outdoor activities provide variation and engage your group

Individual and group activity options

Group assignments. Have participants work in groups of 4-8 members and then present (more than 4-8 and individuals participate less).

Summarize previous day's activities. Start each day with participants leading a brief discussion of the previous day's activities - e.g., topics covered, lessons learned, etc.. Set a strict time limit (e.g., 5 or 10 minutes).

Team competition. Design activities that evaluate performance on a team basis - e.g., Teams discuss before answering as a team. An option is to score and keep track of performance - e.g., have a tally sheet on the wall. Give small prizes afterwards. Keep teams the same or change (e.g., each week). Try to give at least one prize or award to every team.

Introduce speakers. Have participants briefly introduce speakers (e.g., name, job title, topic to be presented, relevant experience).

Training facilities. Have teams responsible for training facilities and equipment. (Rotate)

Class summary. Have a team or participant lead a short discussion and analysis at the end of each session. What was the activity's aim? What was done? What was learned?

Group dynamics. Have a team or team member lead a "group" exercise (e.g., lateral thinking, team building, etc.). Note: This takes extra effort because the team member(s) likely need some training.

Always make sure proposed activities are culturally and gender appropriate.

Other Tips to be Effective

Be clear. For each class, provide clear learning objectives.

Breaks. Take regular breaks to allow people to stay fresh.

Relevance. Ensure your content is relevant to your group (their needs and interests)?

Tell a story Teaching is really about storytelling. Think of your content this way. Does it tell a story? If not, structure the content into smaller bits that are linked together in a logical flow.

Visibility. Ensure learners can see any visuals. Ensure text is readable from the back of the room.

Establish rapport. Comfortable people learn more. Use participants name and never embarrass or criticize anyone.

Be a good conversationalist. Look your participants in the eye and talk with them, not at them. Look at body language. Are they engaged? Move a little as you present.

Media. PowerPoint – more slides are not necessarily better. (See other fact sheets for suggestions on preparing PowerPoint presentations.)

Reflect. Self-evaluate at the end of each class to determine what went well or what could be improved. This will improve your next lesson.