

Executing Effective Training: How to Never Be Boring

January 17, 2019

Facilitator: *Becky Lunders, teamWorks*

Objective – provide tips to help trainers *create a training experience that improves the ability to make content stick while advancing the training objectives of the organization*

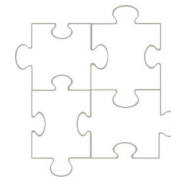
Reflection:

When it comes to training, what do you want to do better?

An Important Distinction Towards Never Being Boring - Facilitator or Presenter?



- Large group
- One-way info delivery
- Not dependent on feedback
- Skill in group dynamics, coaching, listening, and conflict
- Requires superb public speaking



- Small group
- Solicits feedback from the group
- Speaker owns the room's energy
- Energy is owned by the group
- Two-way communication

<i>Facilitator</i>	<i>Presenter</i>

PREPARE. PREPARE. PREPARE!

Make Your Content Rich

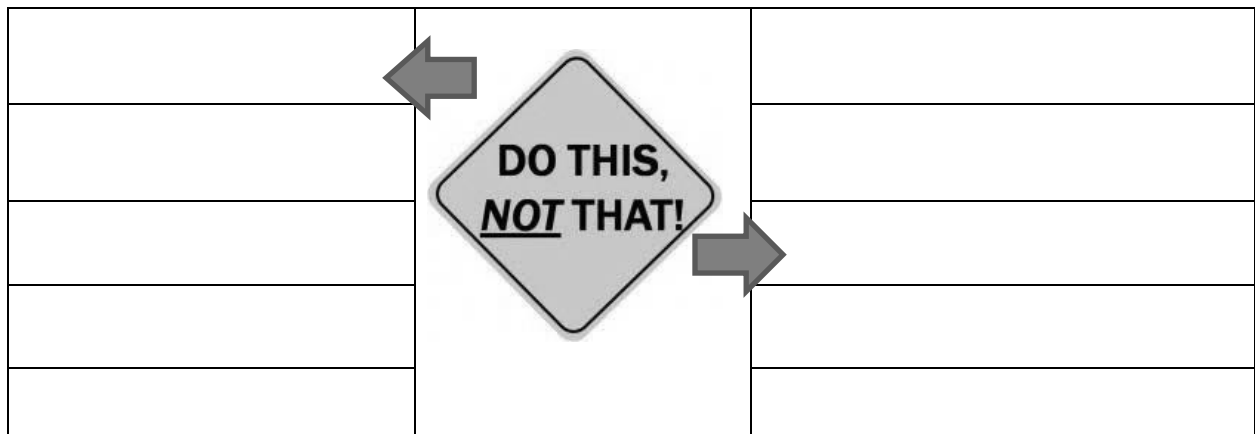
What makes content memorable?



Your Message Starts When You Walk In



Prepare... But Don't Overprepare



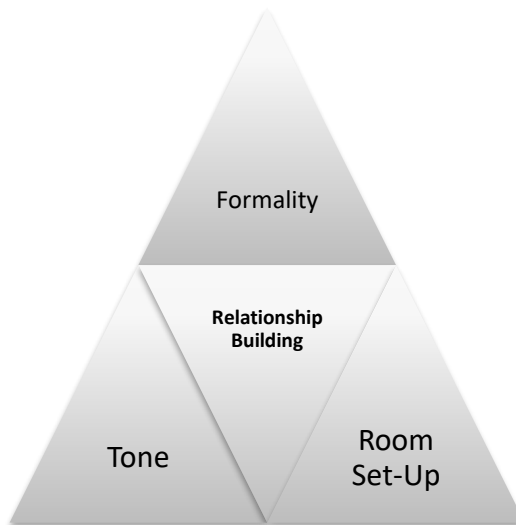
Ask Questions... but have the answers!

Invite Stories... but have one of your own ready!

Offer Casual Examples... but make them seem spontaneous!

CREATIVE OPENINGS

You Create the Environment

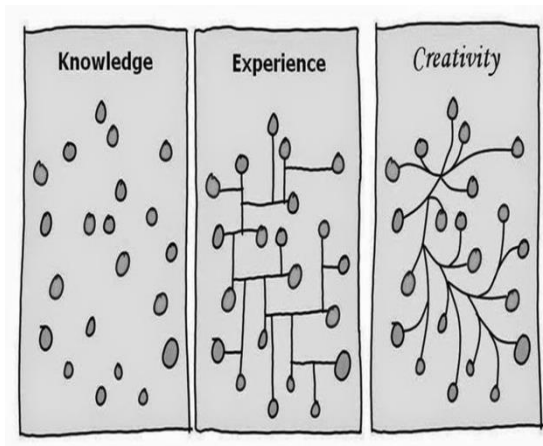


Effective Energizers

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-
-
-
-

COLLABORATIVE LEARNING

Make It Stick!



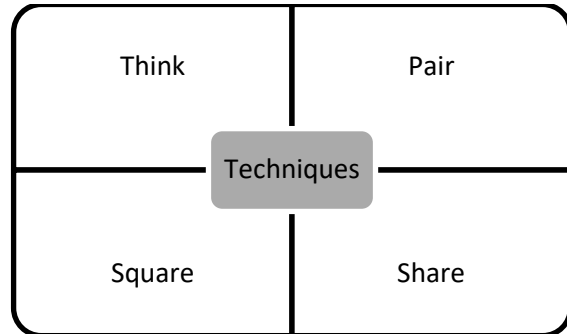
- 0 % of what we _____.
- 10 % of what we _____.
- 20 % of what we _____.
- 30 % of what we _____.
- 50 % of what we _____.
- 75 % of what we _____.
- 90 % of what we _____.

From the work of William Glasser, American psychiatrist

Incorporate Interactive Training Activities

Key Elements

-
-
-
-



HOW HUMOR HELPS



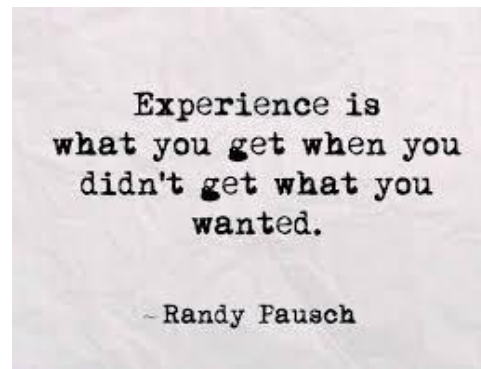
Vulnerability

Confidence

Experience

Facilitator Information

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Becky Lunders of teamWorks is your go-to for organizational culture retreats, soft skills training, and volunteer management consulting and training.



Please select your answers by marking or highlighting the correct answer.

Name: _____ Agency _____

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1. Which of the following would NOT be considered facilitation? (select any that apply)

- Energy comes from the group
- Uses the skills of group dynamics, listening and coaching
- One-way communication
- Feedback from group is critical
- Relationship building venue

2. Preparation is critical to training. Which of the following should you prepare for?

- Do your homework on the audience
- Ensure your attire communicates the right message
- Support content with data and stories
- All of the above

3. Which of the following does Trainer Becky Lunders feel is an ineffective Energizer:

- Gets people talking
- Simply entertains
- Reinforces a teaching point
- Builds relationships

4. When it comes to collaborative learning, the three most effective ways to make content stick according to Trainer Becky Lunders include (select all that apply):

- Practice
- Read
- Discuss
- Teach
- Lecture

5. Interactive training activities help learners engage and grow. Stepping out of their comfort zone allows them to build:

- Confidence
- Experience
- Relationships
- All of the Above

Please return this test with your name, email and the 4-page “Executing Effective Training – How to Never Be Boring” webinar worksheet to:

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Quiz created by: Becky Lunders, teamWorks, becky@totalteamWorks.com, 707.799.1237

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