

Tips For Trainers

1. Over-prepare—know your subject matter inside and out.
2. Get the trainees attention early (have a “grabber”).
3. Focus on the trainees’ concerns rather than your own.
4. Ask some initial questions that the trainees can answer, and then continually work for interaction.
5. Listen and acknowledge ideas.
6. Praise people as they learn.
7. Direct questions back to people.
8. Put people at ease.
9. Ask for examples from the trainees’ experience.
10. Share your experiences with the trainees.
11. Don’t become a slide narrator and let your slides become your presentation.
12. Admit to not knowing an answer—let trainees help you.
13. Avoid disputes and making “right” and “wrong” judgments.
14. Show that you enjoy instruction people. Have fun!
15. Spend additional time with trainees when necessary.
16. Express confidence in the trainee.
17. Make notes, and follow up on them.
18. Create positive behavior through reinforcement.
19. Use trainees’ words when writing on the flip chart or board.
20. Summarize—provide learning points and closure to celebrate what trainees have learned.

Reference:

From: Abernathy, D.J. (1999). Presentation tips from the pros. *Training & Development*, 53(10), 19-25; Fetteroll, E.C. (1985). 16 tips to increase your effectiveness. *Training & Development Journal*, 39(6), 68-70.

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LeadershipSuccess.net and “The Organizational Doctor”