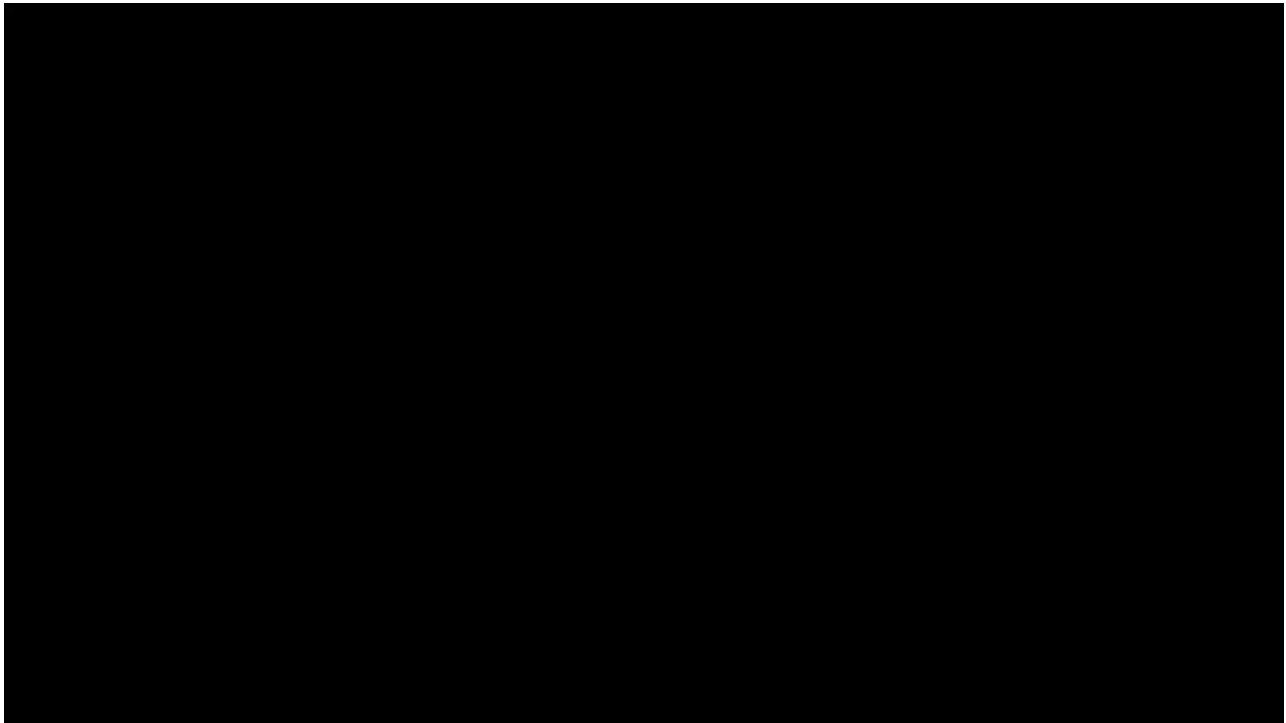


TOASTMASTERS
INTERNATIONAL

TRAIN THE TRAINER

November 3 2018



INTRODUCTION



Train the Trainer is the Springboard for your success



GETTING THINGS STARTED

Establish Rapport

By creating a comfortable learning environment

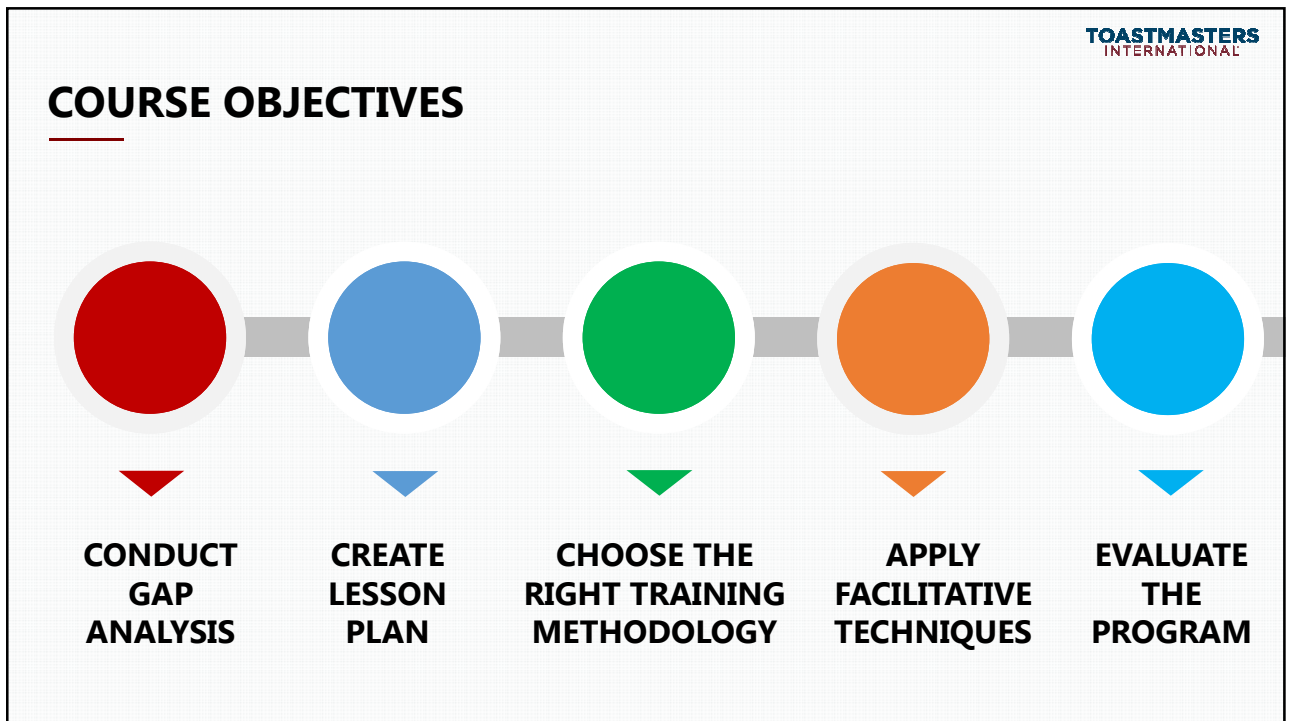


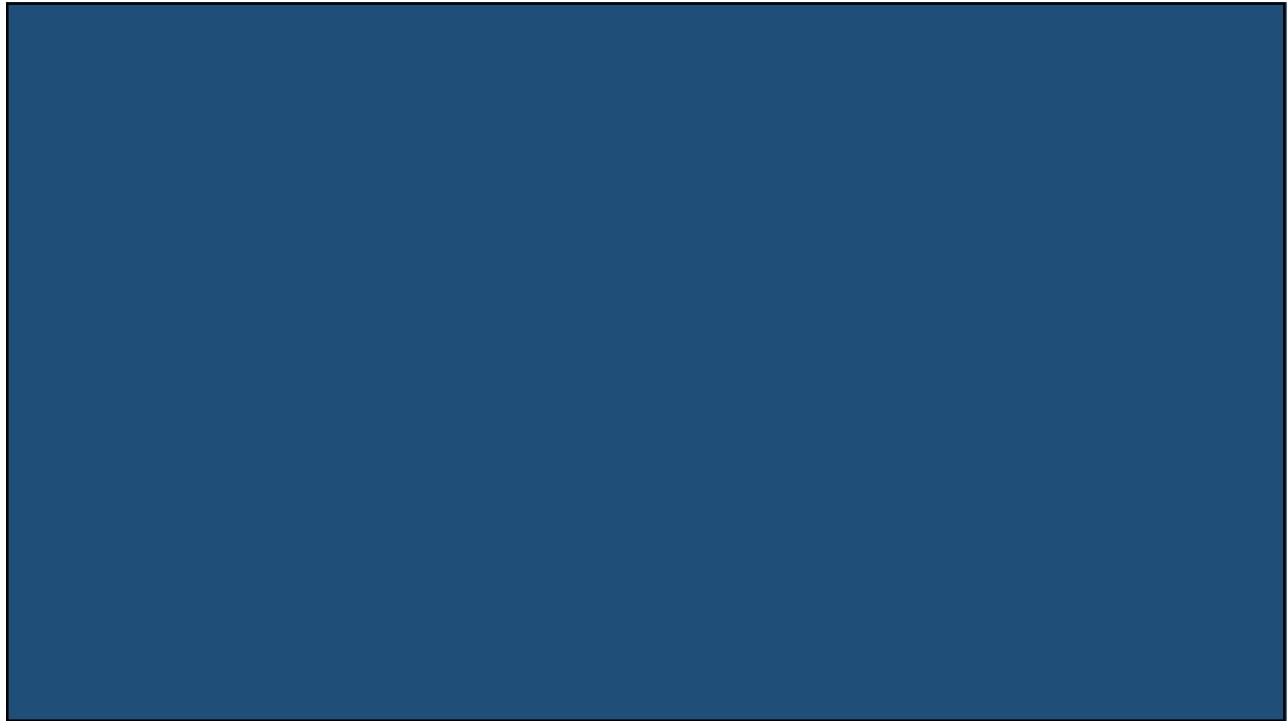
Involve Participants

By using icebreakers related to the workshop topic

THE 3Ps OF Workshop

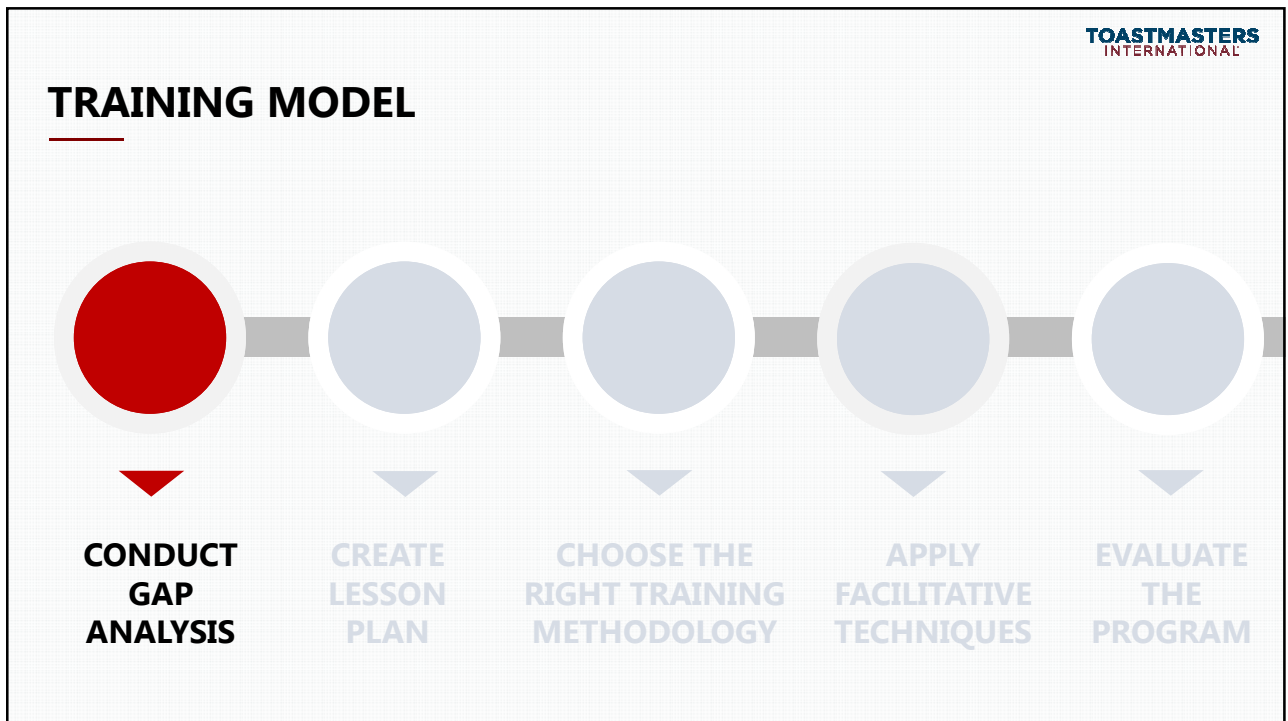
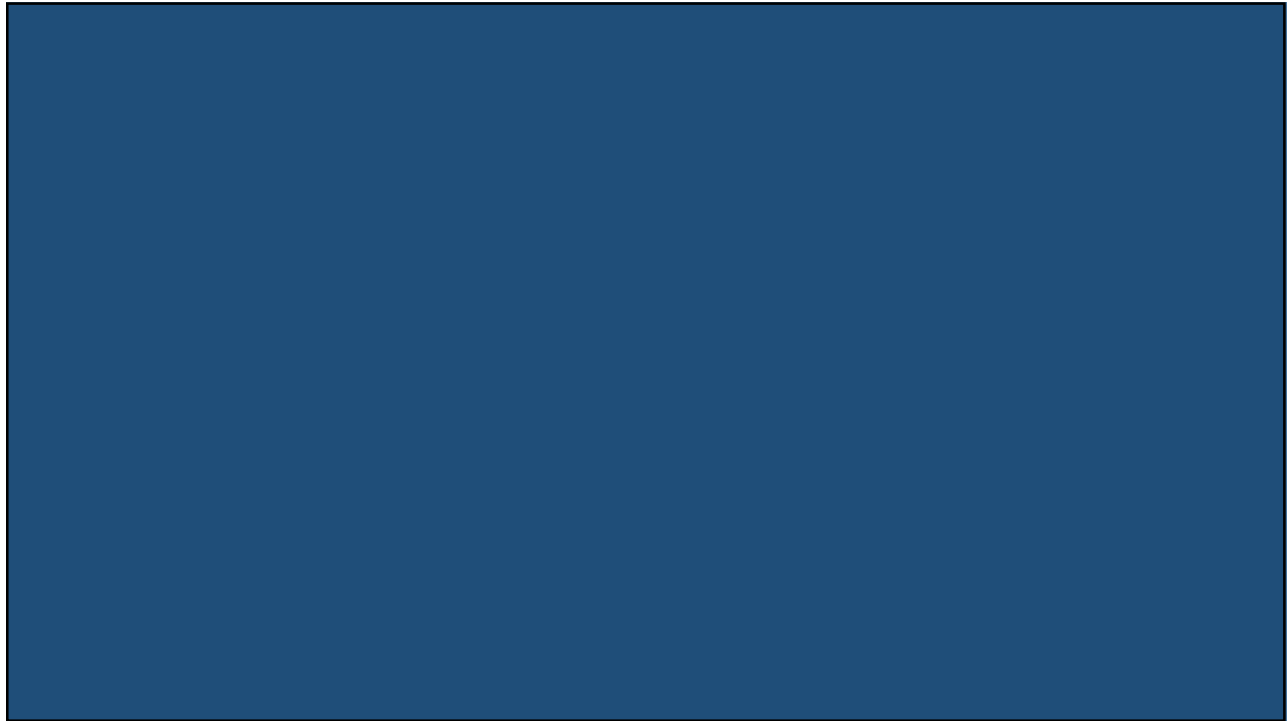




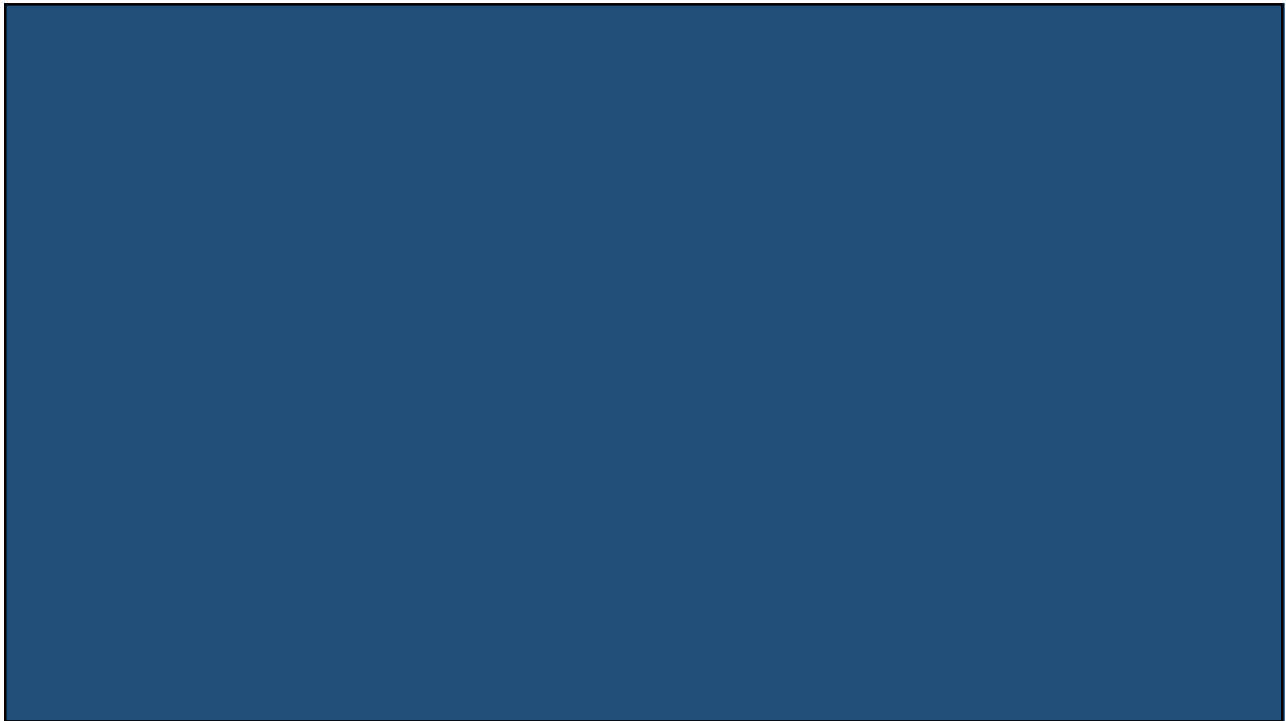


DIFFERENCE BETWEEN SPEAKERS AND TRAINERS

Presenter	Platform Speakers	Seminar Trainer
Purpose	Inform Persuade Entertain	Change participants behavior through interaction
Style	One way Communication	Two way Communication
Method	Tells them what he's going to tell them Tells them Tells them what he's told them	Determines what they know Determines what they need to know Fills in the gaps
Tools	Humor Anecdotes Vocabulary	Lectures Role Plays Exercises Case Studies Demonstrations Visual Aids Questions
Evaluation	Applause	Behavioral Change



GAP ANALYSIS IN A NUTSHELL



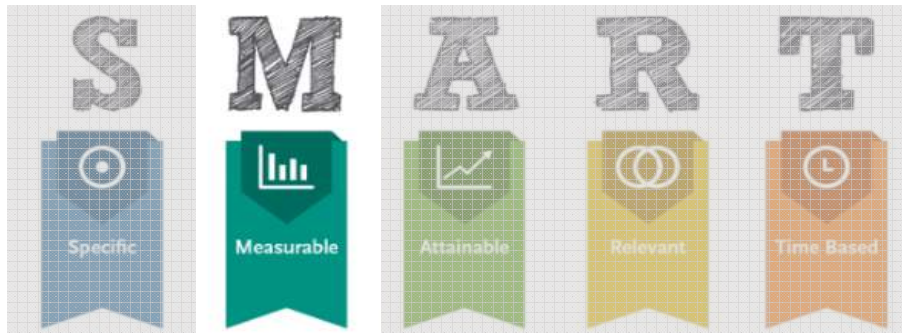
A TRAINING OBJECTIVE MUST BE ...



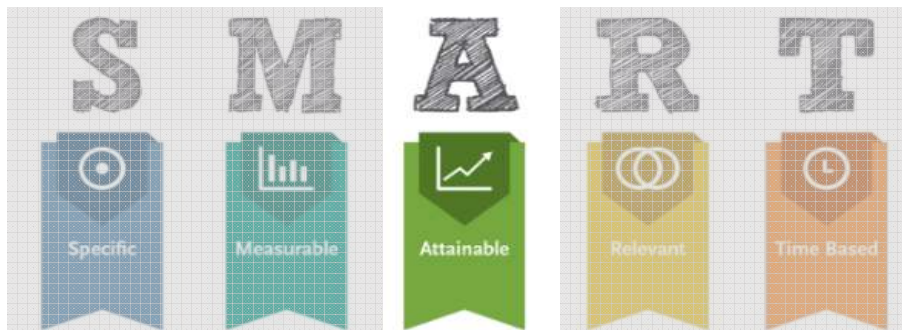
A SMART EXAMPLE



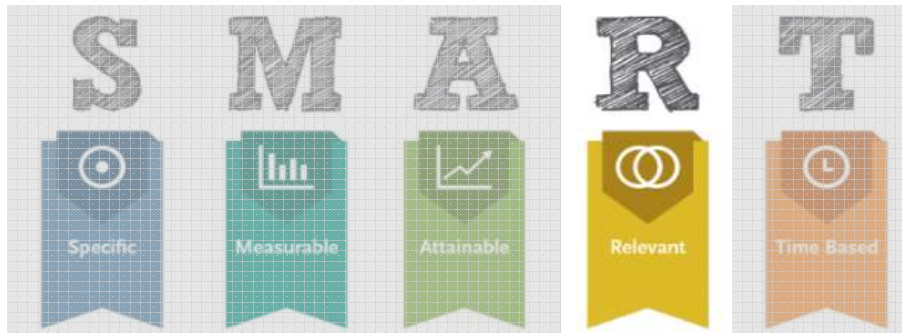
A SMART EXAMPLE



A SMART EXAMPLE

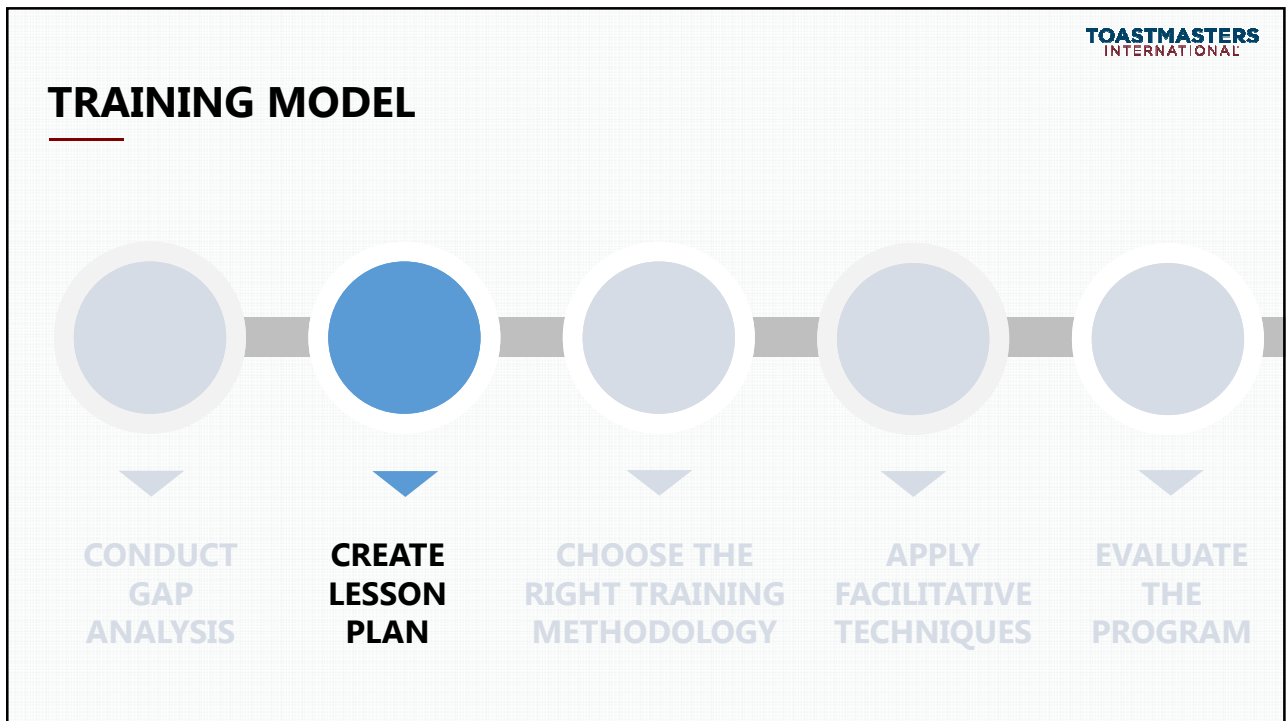


A SMART EXAMPLE

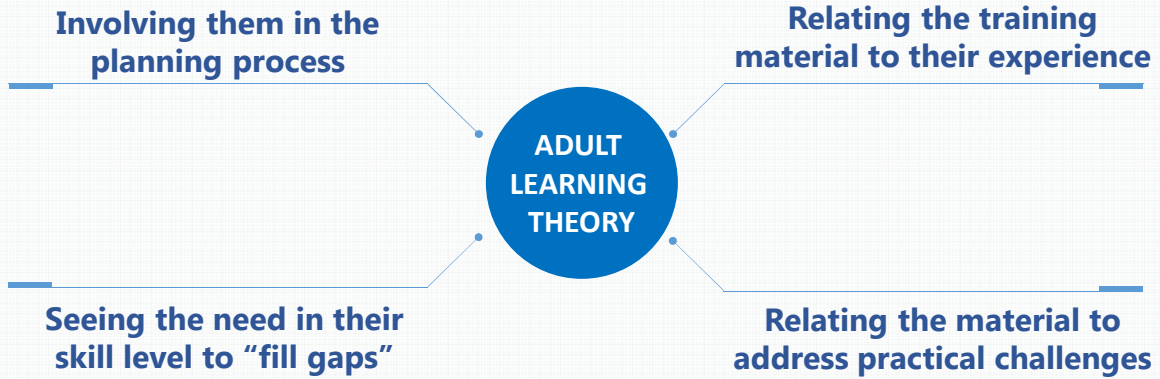


A SMART EXAMPLE





ADULTS LEARN EFFECTIVELY BY



ADULTS LEARNING TYPES

Four
Types of
Adult
Learners



The Feeler

ADULTS LEARNING TYPES

Four
Types of
Adult
Learners



The Observer

ADULTS LEARNING TYPES

Four
Types of
Adult
Learners



The Thinker

ADULTS LEARNING TYPES

Four
Types of
Adult
Learners



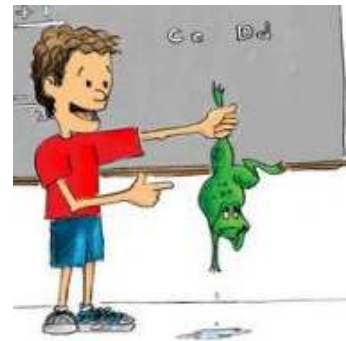
The Doer

ADULTS LEARNING TRAINING METHODS

Have them read



Show Something



Pass around
an object



Make Something



KEY ASPECTS OF A LESSON PLAN

Who: the audience

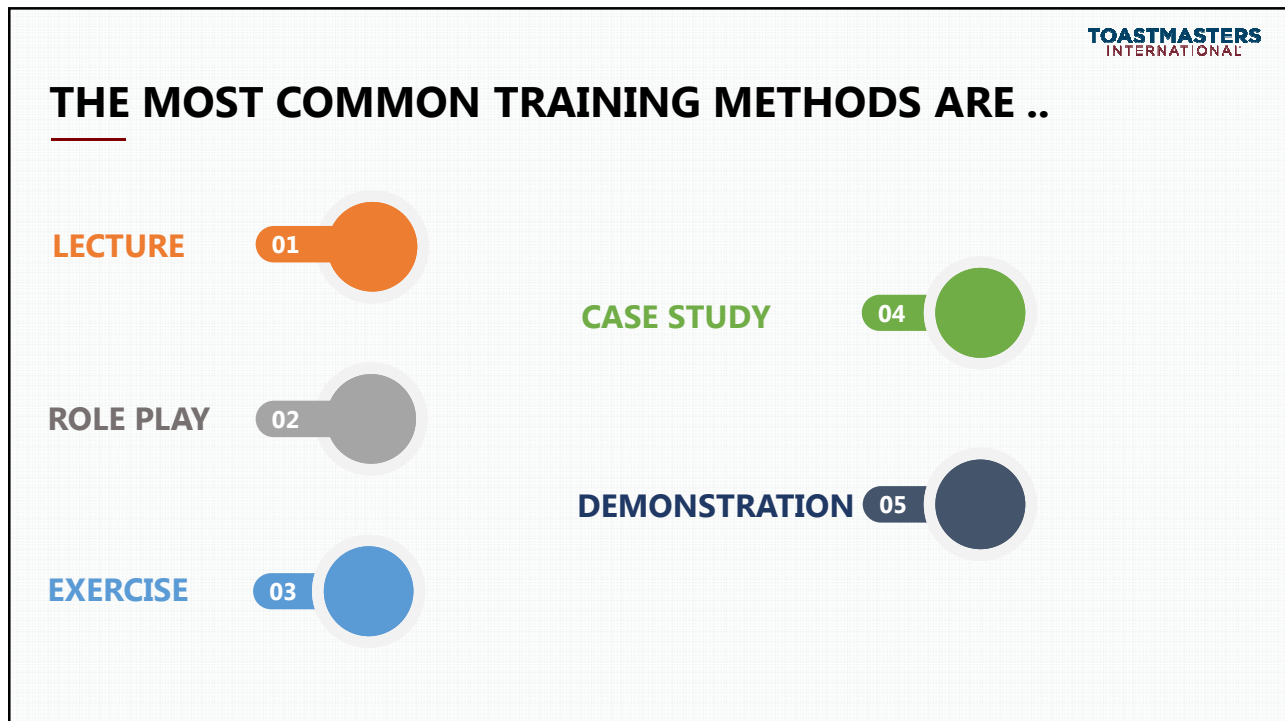
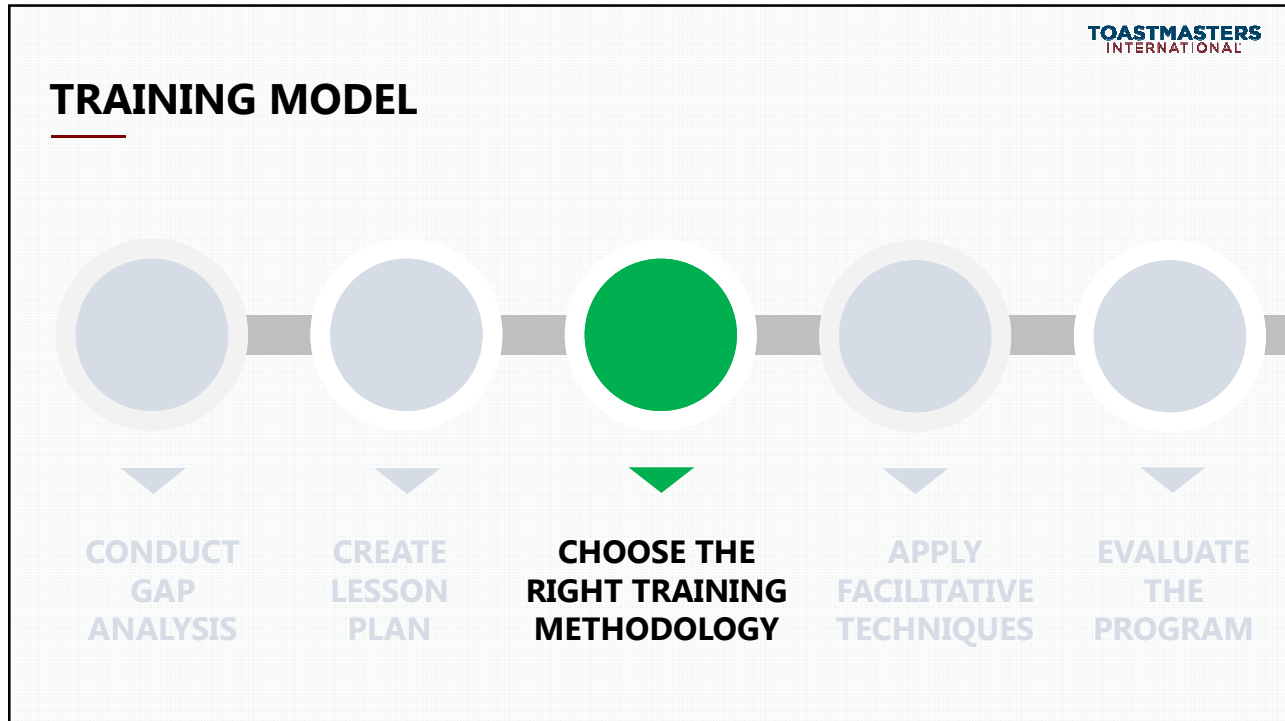
What: the topic and content

When: the time frames of each module

Where: presenter / location

Why: the objectives of the session





LECTURE – KEY ASPECTS 01



Limit Lecture to

- Not more than 6 major points
- Not longer than 15 minutes at a stretch

LECTURE – KEY ASPECTS 01



Use Visuals

- To stimulate audience attention

LECTURE – KEY ASPECTS 01



Use Handouts

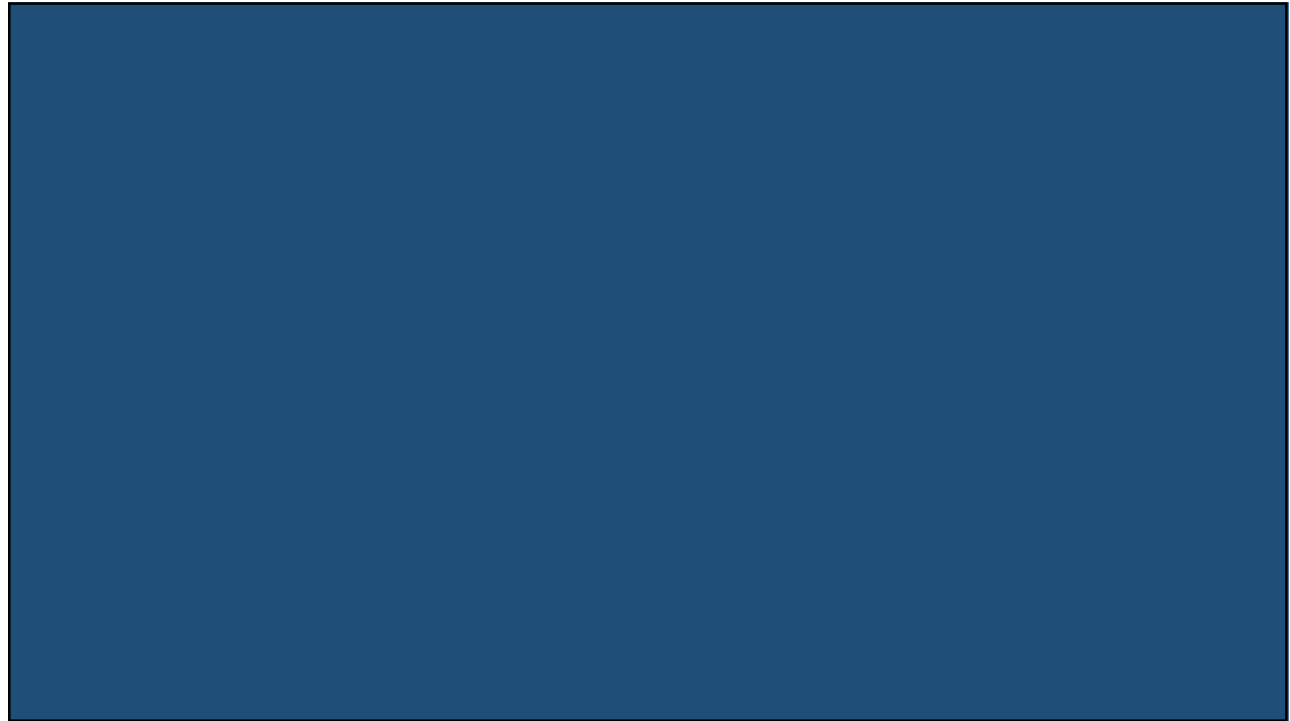
- To ensure audience do not lose track of the content

LECTURE – KEY ASPECTS 01



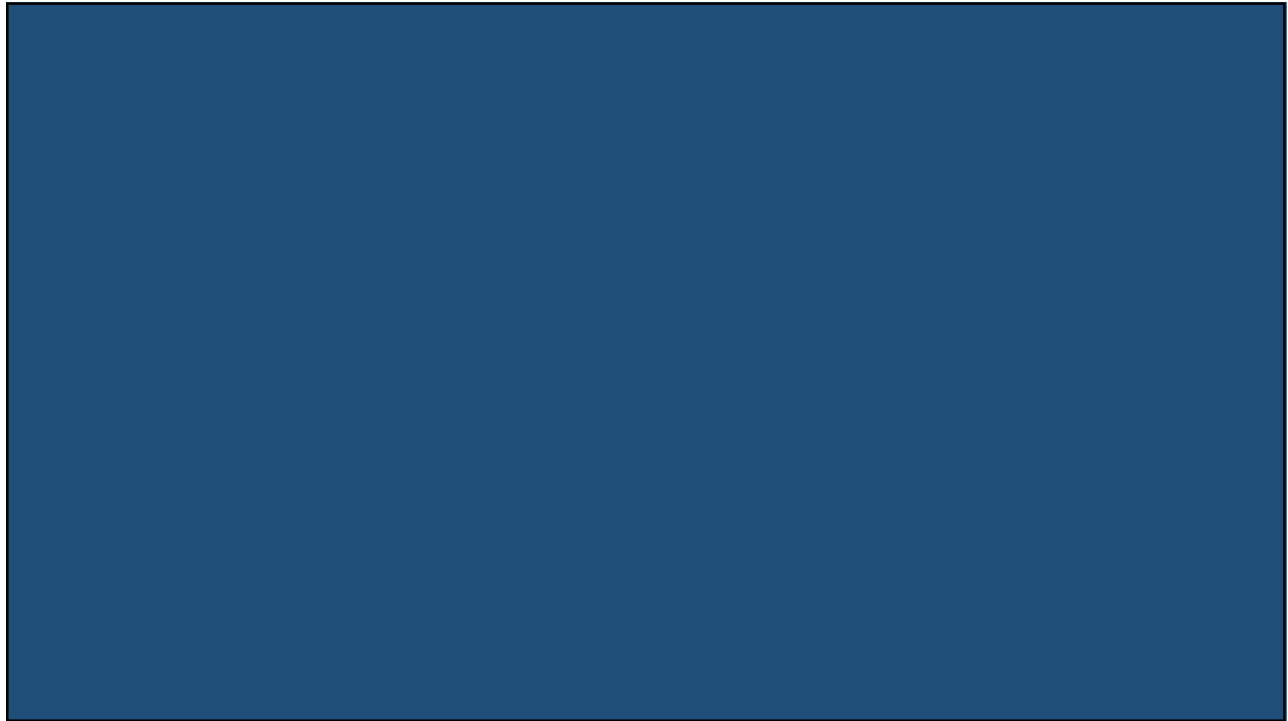
Ask Questions

- To involve the audience and ensure retention



COMMON THREADS OF INTERACTIVE METHODS

- 1** Participants experience a given situation
- 2** Participants share reactions
- 3** Trainer generalizes the situation
- 4** Participants apply principles



ROLE PLAY – KEY ASPECTS 02

Determine Objectives

- Determine the purpose of having the role play



ROLE PLAY – KEY ASPECTS 02

Introduce Role-Play

- Explain structure of role play
 - Introduce and select the characters
-



ROLE PLAY – KEY ASPECTS 02

Prepare and Enact

- Allow time for rehearsal
 - Have participants act out the situation
-



ROLE PLAY – KEY ASPECTS 02

Reverse and Analyze

- Discuss participants reaction
- Participants to reverse roles
- Analyze by giving and receiving feedback



EXERCISES – KEY ASPECTS 03



Introduce the exercise

- Explain overview of the exercise

EXERCISES – KEY ASPECTS 03



Do the exercise

- Involve participants by acting and observing

EXERCISES – KEY ASPECTS

03



Discuss and Share

- Discuss the reactions
- Discuss the process and evaluate the dynamics that emerged from the exercise

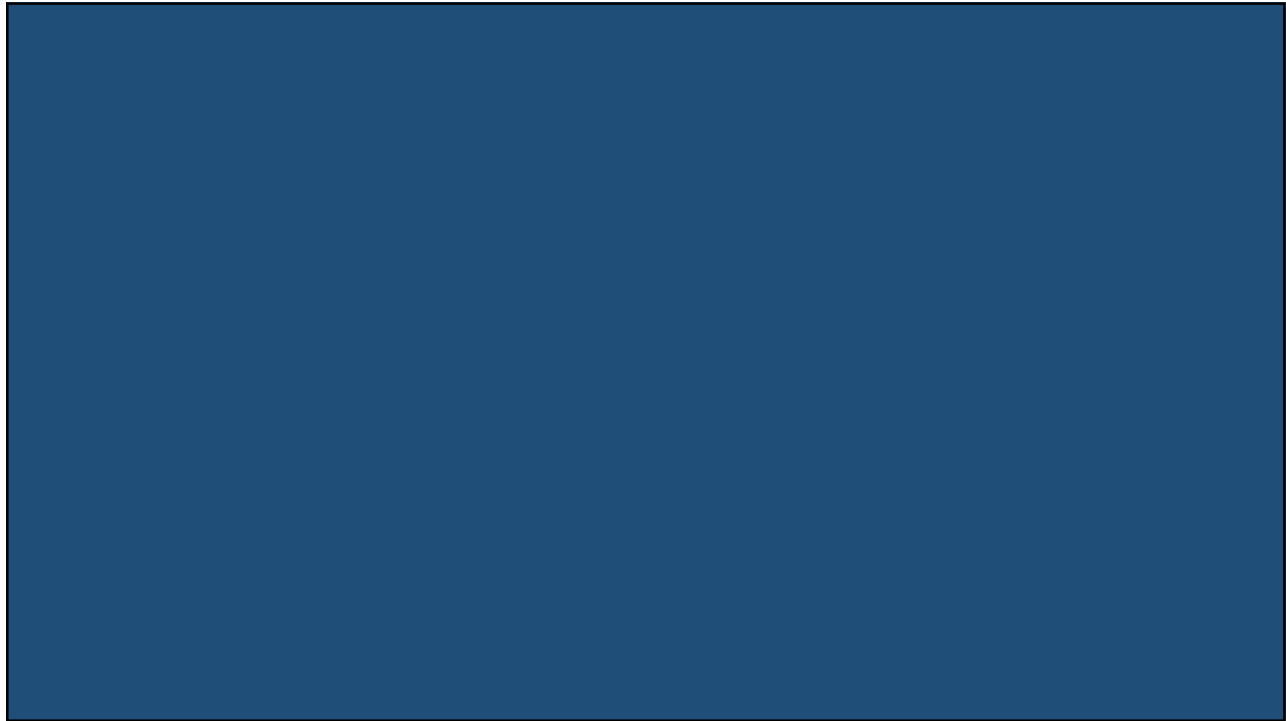
EXERCISES – KEY ASPECTS

03



Apply principles

- Have participants extract the learning
- Have participants apply the principles



CASE STUDY – KEY ASPECTS 04



Introduction

- Introduce the case to participants
- Help audience focus on the issue

CASE STUDY – KEY ASPECTS 04

Study the problem

- Give participants time to study the problem



CASE STUDY – KEY ASPECTS 04

Determine action plan

- Have participants outline action plan
- Discuss process and record the responses



CASE STUDY – KEY ASPECTS 04



Summarize results

- Capture the results
- Review the main themes and issues and summarize



DEMONSTRATION – KEY ASPECTS

05



Explain the process

- Capture the results
- Review the main themes and issues and summarize

DEMONSTRATION – KEY ASPECTS

05



Conduct the demo

- Have participants watch the demonstration

DEMONSTRATION – KEY ASPECTS 05



Analyze the process

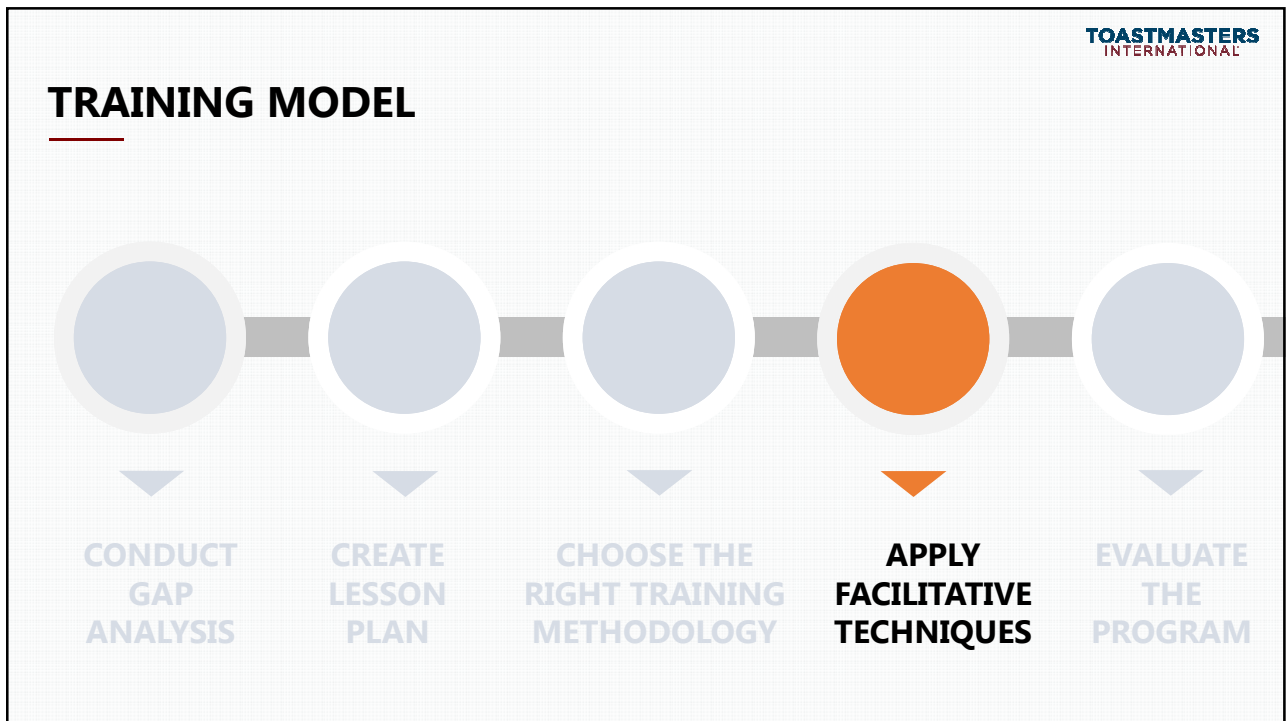
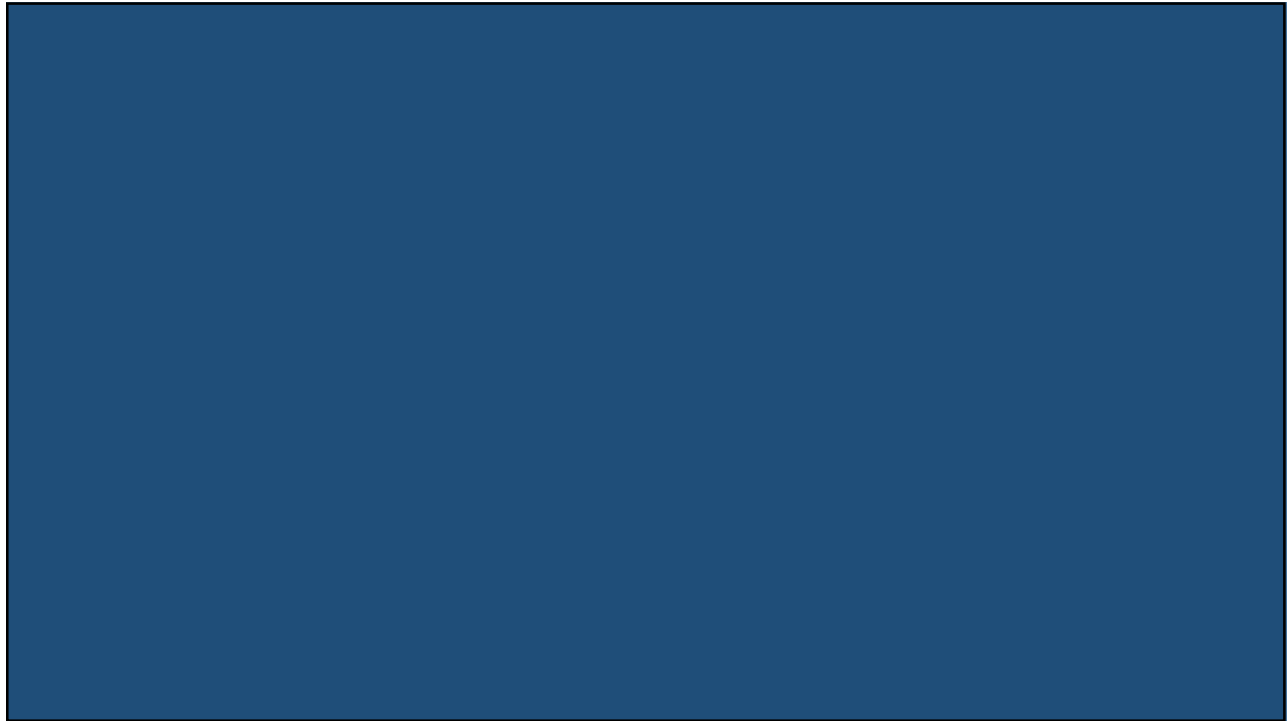
- Engage the audience by having them analyze the demo

DEMONSTRATION – KEY ASPECTS 05



Review and feedback

- Allow participants to practice
- Share feedback with the participants



QUESTION TECHNIQUES



Direct Question

- Asked to one particular person

QUESTION TECHNIQUES



Overhead Question

- Directed to the entire group

QUESTION TECHNIQUES



Open Question

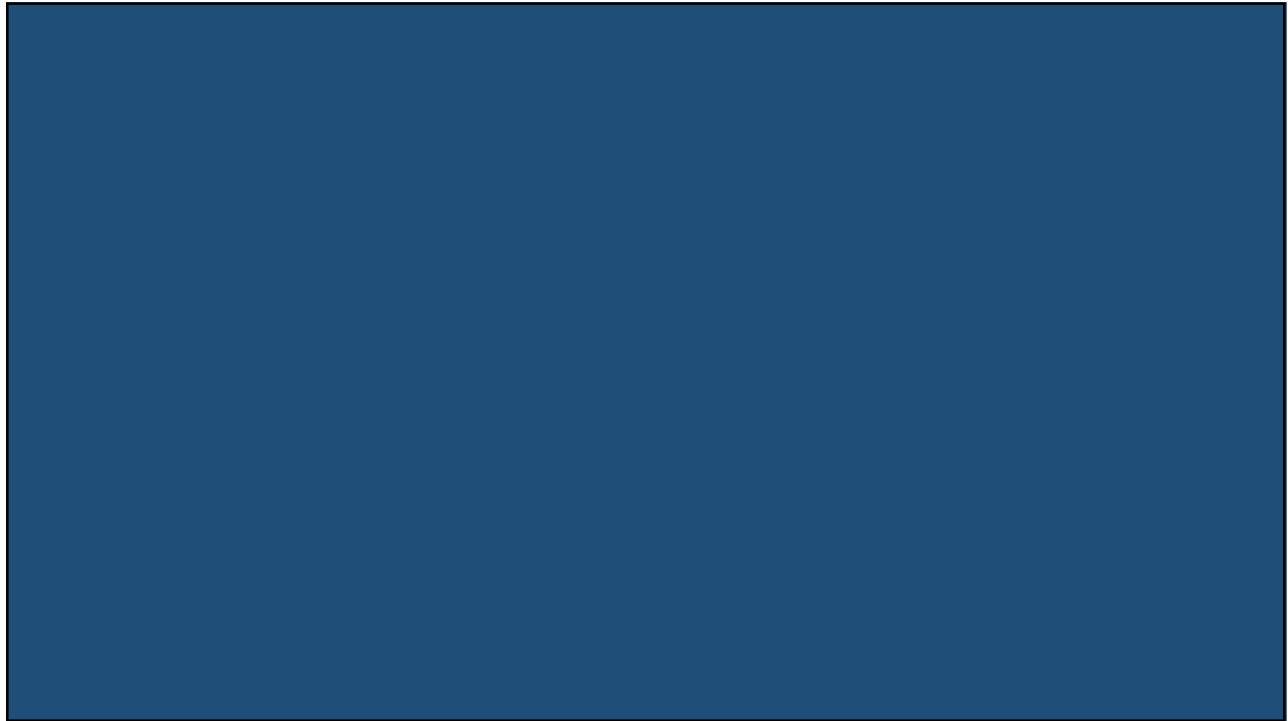
- To solicit a variety of responses
- There is NO right answer

QUESTION TECHNIQUES



Closed Question

- Used to test participants' memories or to evaluate material



HOW TO GIVE FEEDBACK

Don't overload

- Select one or two areas to improve upon



HOW TO GIVE FEEDBACK

Be specific and factual

- Refer to specific behaviors for which you are reacting



HOW TO GIVE FEEDBACK

Respond immediately

- Feedback is mostly useful when it is shared immediately



HOW TO GIVE FEEDBACK

Be tactful and clear

- Stress positive and negative
 - Ensure participant understood your feedback
-

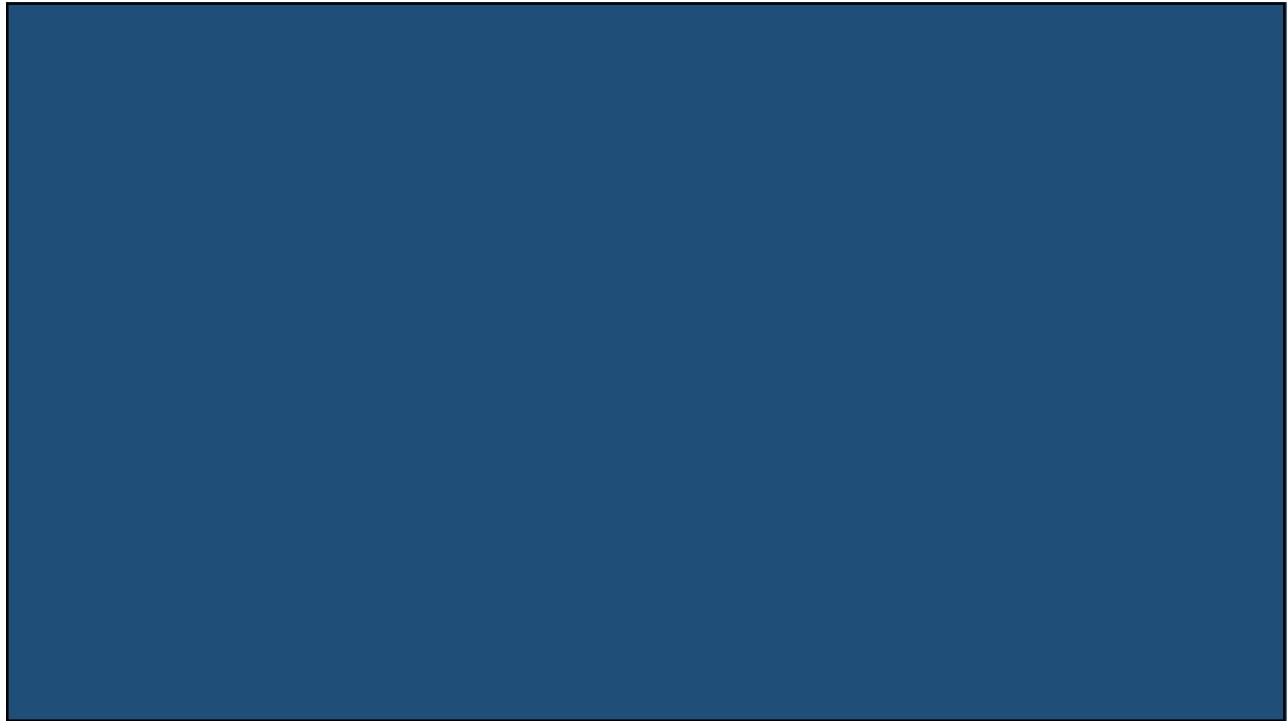


USE OF VISUAL AIDS

One *Weird Trick*
To Make Your
PowerPoint Better!

USE OF VISUAL AIDS





WHY USE SLIDES

Reinforce Your Message

Align Visual and Audio

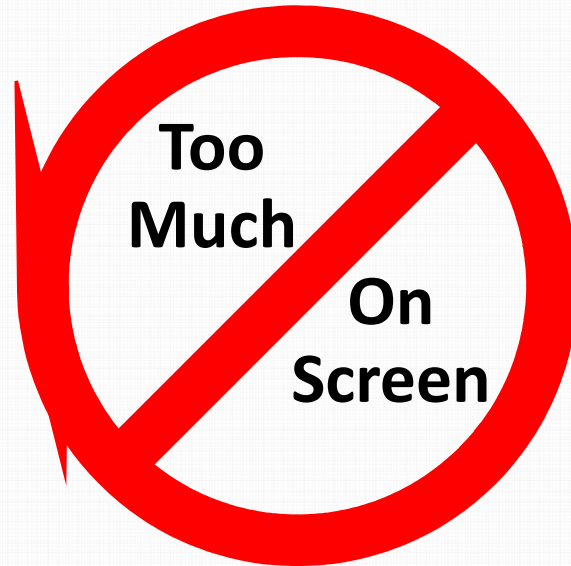
Give Important Details

Show a Picture

Do a Demo

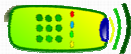
... Is He Still Talking?...

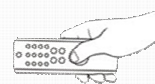
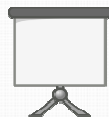
THE ONE RULE



GUIDELINES FOR CREATING SLIDES



- Determine the purpose of each slide and decide what you will say about it
- **Be Brief** - Add just enough text to make each point, with a big type font
- Putting complete sentences on a slide and then reading them will put your audience to sleep
- Use pictures and illustrations as examples or clarification but just a few appropriate ones
- Animation can help, but don't use too much of it 
- Be careful with slide transitions, as they can be exhausting after just a few different ones
- Five lines per slide is the maximum you should use for best audience attention, no need to go on this long
- Use appropriate colors, with sufficient contrast for readability, but not too high contrast or excessively bright colors

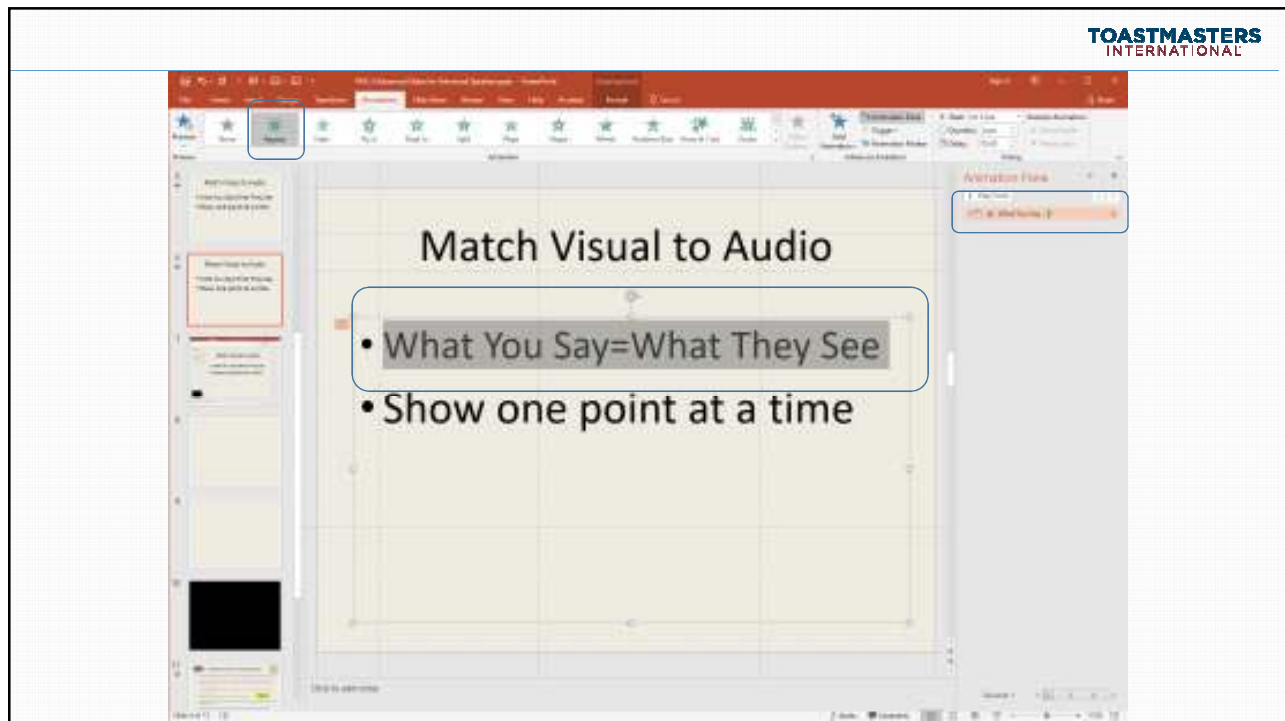
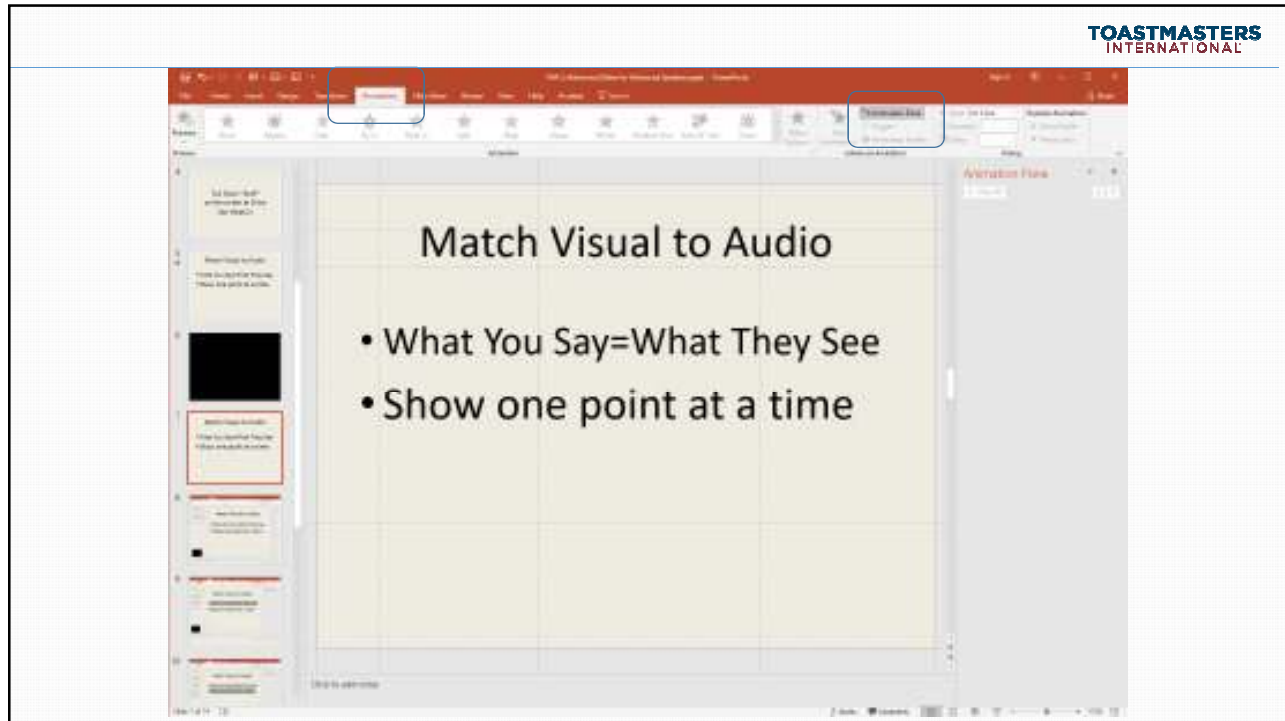


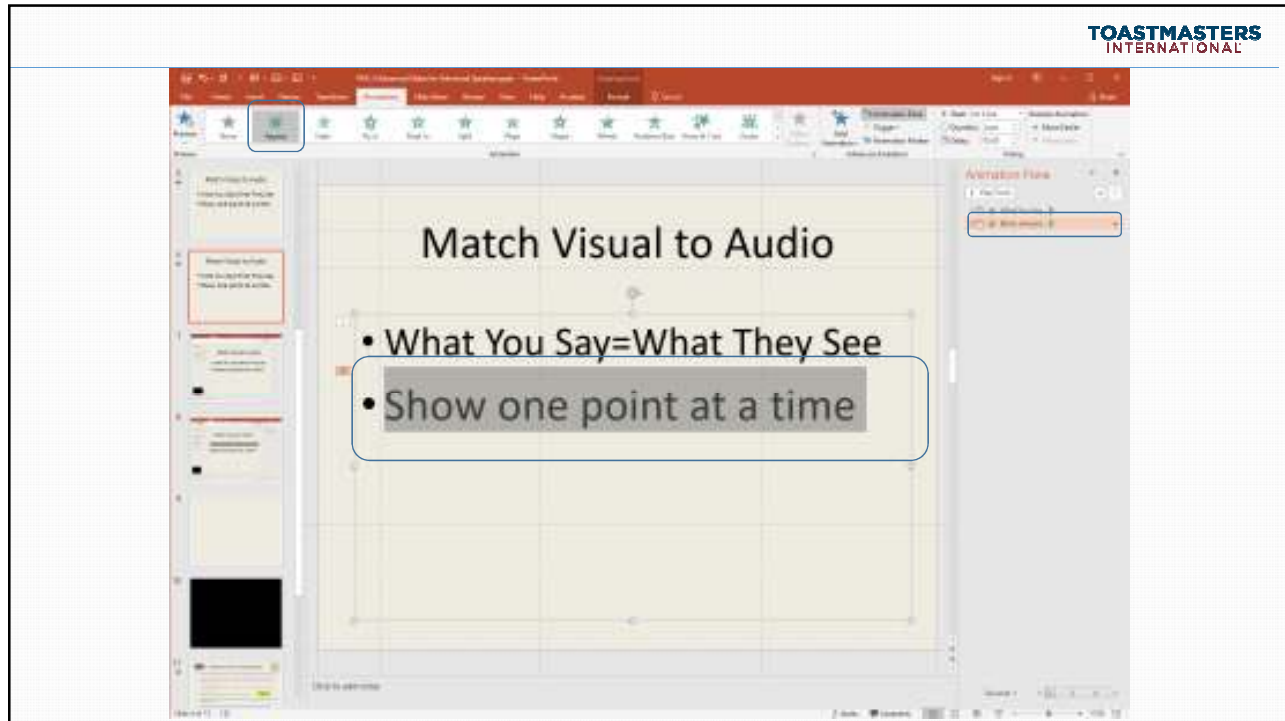
MATCH VISUAL TO AUDIO

- What You Say=What They See
- Show one point at a time
- Talk About That Point

DEMO

HOW to show one point at a time





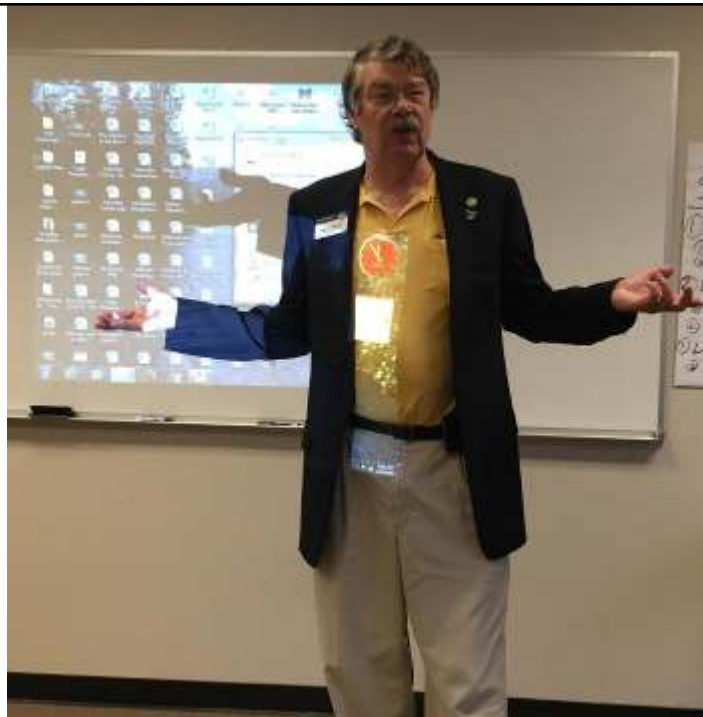
MATCH VISUAL TO AUDIO

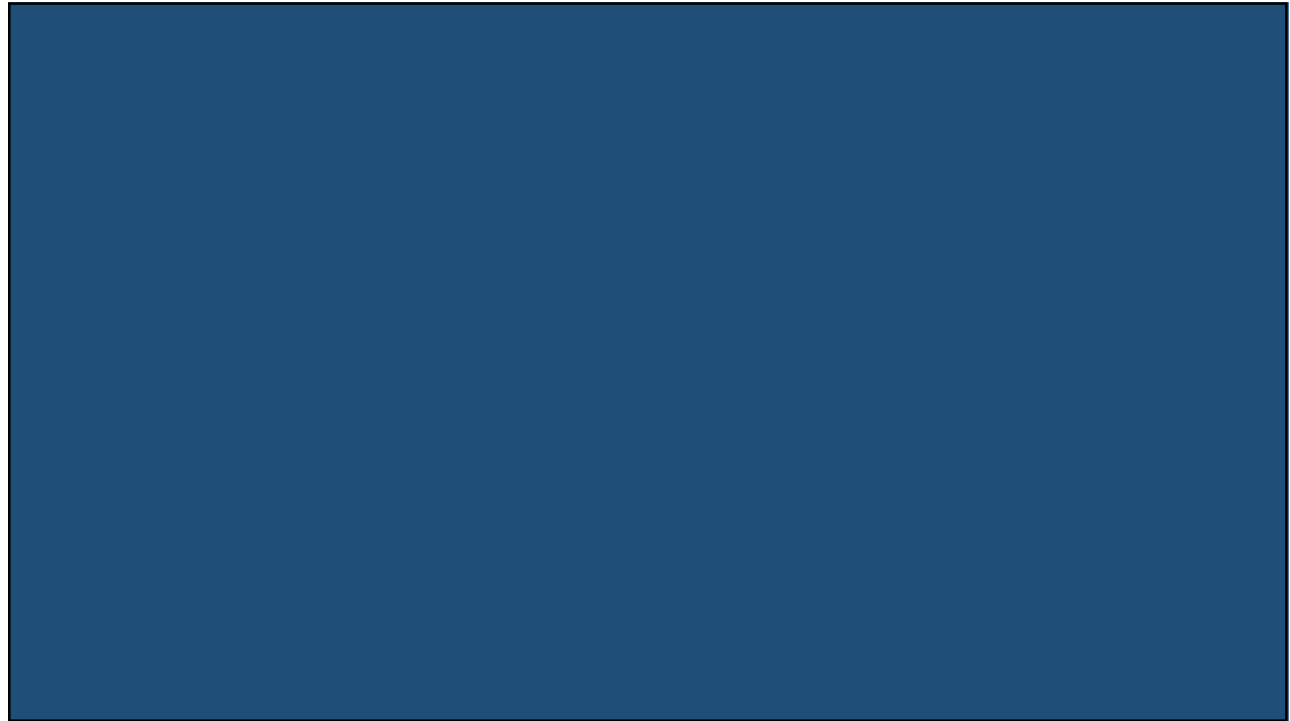
- What You Say=What They See
- Show one point at a time
- Talk About That Point

USE ANIMATION FOR PACING

- Show One Point at a Time
 - Not Your Entire Slide!
- Talk About That Point
- Then Show Next Point
- Don't Distract Audience!

LASTLY...





MANAGING DIFFICULT BEHAVIOR



Talkative People

- Suggest they participate in active listening
- Ask closed questions

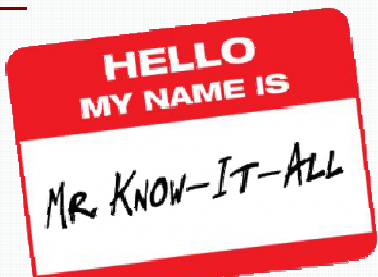
MANAGING DIFFICULT BEHAVIOR

Silent Type

- Encourage them to participate
- Ask open questions



MANAGING DIFFICULT BEHAVIOR



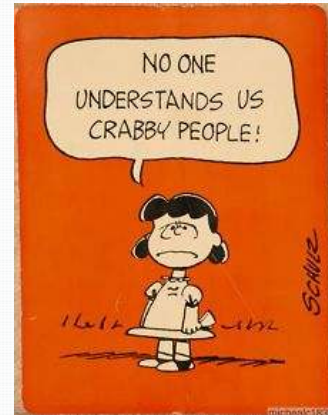
Know-It-Alls

- Thank them for contributing
- Be curious and ask them why they are attending the training

MANAGING DIFFICULT BEHAVIOR

Crabs

- Acknowledge complaints
- Have them share suggestions
- Ask them to reserve judgement till end of the program



LOGISTICS AND PLANNING FOR SUCCESS



- Details, Details
- Planning your training session
 - Relating timing and your subject.
 - Large Topic / Little time
 - How much time needed?
 - Time-Line Analysis

TIMELINE ANALYSIS: WORKSHEET – ONE HOUR PRESENTATION

Actual time	Incremental	
_____	_____	Introduction by room monitor
_____	_____	Opening
_____	_____	Topic 1
_____	_____	Topic 2
_____	_____	Topic 3
_____	_____	Topic 4
_____	_____	Topic 5
_____	_____	Topic 6
_____	_____	Wrap-up
_____	_____	Conclusion
_____	_____	Participation Award
_____	_____	Evaluations

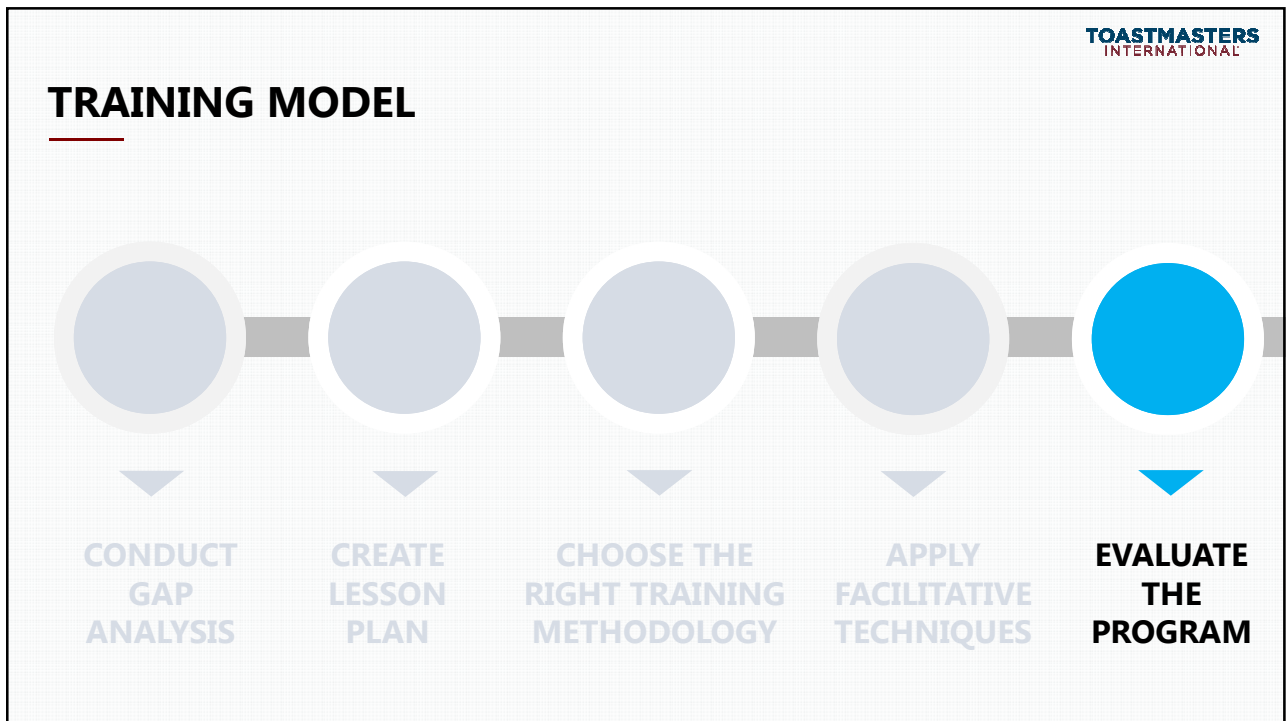
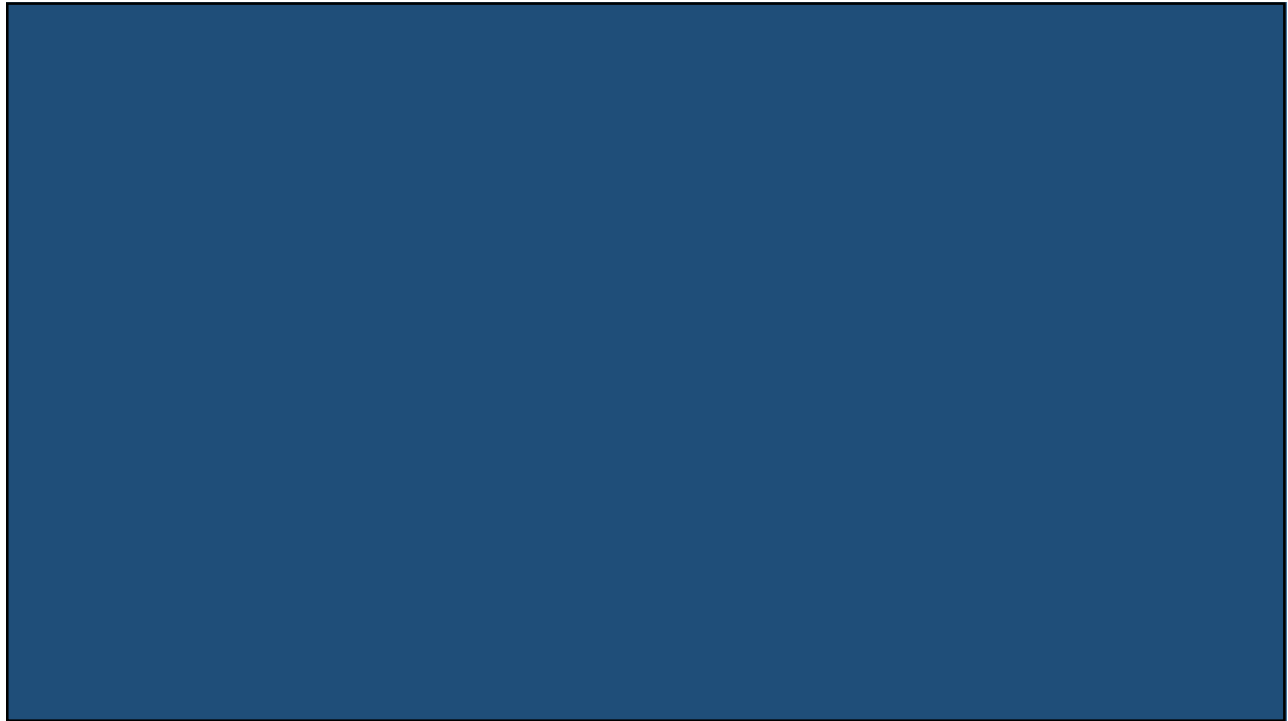
TIMELINE ANALYSIS: TRAINING EXAMPLE – A ONE HOUR CLASS

Actual time	Incremental	
_08:00__	_08:02__	Introduction by room monitor
_08:02__	_08:05__	Opening
_08:05__	_08:10__	Topic 1, Organizing the Training
_08:10__	_08:17__	Topic 2, Researching the Topic
_08:17__	_08:30__	Topic 3, Adult Learning Demonstration
_08:30__	_08:40__	Topic 4, Audience Participation
_____	_____	Topic 5
_____	_____	Topic 6
_08:40__	_08:43__	Wrap-up, Summation of Techniques
_08:43__	_08:45__	Conclusion
_08:45__	_08:47__	Participation Award
_08:47__	_08:50__	Evaluations

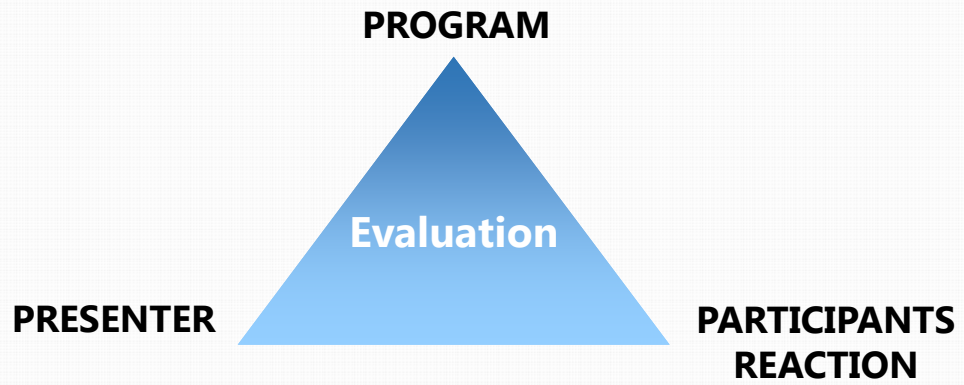
LOGISTICS AND PLANNING FOR SUCCESS

- Getting There On-Time
- Knowing the Venue: Hall or Room
- When it goes "South"
 - A bag of "Stuff"
- Location, Location, Location!!
 - Bathrooms
- Testimonials

**Surviving In the
Real World**



THE 3Ps OF EVALUATION



TO SUM UP



Discover the Potential – The Power Within!