

Training Tips for the Occasional Trainer

By Tracy Knofla, High Impact Training Co.

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Summary

Effective training leads to increased participation, greater job satisfaction and greater staff ownership. Experience over 50 innovative training techniques and develop the skills and confidence to implement them with workshop, retreat and meeting formats. Learn how the physical environment impacts the effectiveness of training sessions; identify the three most important components of training design and experience in a “hands-on” way, and numerous techniques to engage participants in the training. Successful training of trainers produces results and saves money.

The learning environment is as important to participant success as the material presented. Experience techniques you can easily implement which will enhance involvement and retention of concepts. Create a reputation for interesting and exciting training programs and identify ways to follow-up with participants to assess the true impact of your training.

Program Goals

- Participants will build a more extensive repertoire of skills and develop the confidence to implement their new knowledge.
- Participants will identify the appropriate training style to fulfill their desired learning outcomes.
- Participants will be encouraged to develop innovative designs for diverse training environments.

Program Description

Trainers need two distinct sets of skills. First is knowledge. A firm grasp on the content being shared is vital to the success of the training. Second is the ability to transfer that information to an audience. We all know people who are experts in their field. We also know people who are gifted in their ability to work with people. To find the perfect combination of both is a challenge. Therefore, Training the Trainer is imperative in offering effective professional development and human development opportunities.

Trainers must be able to design, deliver and assess the value of the training experience. In addition, a trainer should be able to address different learning styles, levels of engagement and audience feedback. Finally, a quality trainer needs to be engaging, entertaining, experiential and enthused about the topic. Being able to gauge all these areas is a fundamental skill that can be learned and honed over time.

Tips for the Occasional Trainer provides a foundation for each of these fundamental areas. It is easier to invest time and money in a quality Train the Trainer experience than it is to send an entire staff to a program or workshop. See what a quality Train the Trainer experience has to offer.

This session is designed to be fun, fast-paced and interactive. Participants will be engaging in sample learning opportunities. They will participate in large group and small group activities, peer facilitated learning exercises, and through modeling from the presenter, learn helpful tips to be a more interesting, interactive and successful presenter. Key concepts include: involving participants in the planning process, examining the CPR method for training design (CONTENT, PARTICIPATION, REVIEW), focusing on the physical environment, using various props to convey information, using children's literature for educational purposes and accessing different media including movies, training tapes, etc. to enhance learning. An extensive handout details nearly 100 different techniques, resources and activities to utilize.

Learning Objective

By attending this seminar, participants will be able to build a more extensive repertoire of skills and develop the confidence to implement their new knowledge; identify the appropriate training style to fulfill their desired learning outcomes; be encouraged to develop innovative designs for diverse training environments.

Program Outline

1. Discuss and experience the impact of the training room environment on participants and their ability to retain information.
2. Demonstrate ways to involve participants in the learning process – to avoid a strictly lecture format.
3. Discover various learning styles of adults and how they impact the trainer's style.
4. Participate in several exercises to demonstrate various training topics.
5. Present material on training design.
6. Evaluate and review session content.

Format and Audience Involvement

Training Tips for Occasional Trainers is all audience participation. Information will be generated in group discussion; concepts will be challenged in practical applications and hands-on experience will take place as tips are shared. There will also be ample opportunity for participants to ask questions and share personal training experiences.

Evidence of Conceptual Foundation

The statistics are staggering. When asked, 75% of professionals say they have a fear of public speaking (The Sonoma Institute). Even if a person possesses knowledge on a specific topic that does not ensure that they will be able to effectively share that knowledge. One survey indicated that participants will retain 90% more information if the training experience is conducted by a trained facilitator (www.wetrain.biz). A quality training experience will also increase the time-to-implementation process. It is imperative to provide guidance on how to effectively train people.

Another way to look at the concept of Train the Trainer is in retention of employees and volunteers. In another survey, 52% of employees indicated that they looked elsewhere for work when training in their current position is poor (www.Leadershipanswers.com). Quality training increases ownership and investment by people, especially when the content is presented in a way that is beneficial and readily applicable. A trained trainer can guarantee results.

Background of Presenter/Familiarity of Topic

With over 30 years of experience, Tracy Knofla brings a unique perspective to the field training and consultation. She has worked with staff and students at colleges and universities, businesses, government agencies, and not-for-profit groups all over the United States. Tracy is a co-owner and featured consultant for High Impact Training, a nationally recognized training and consulting company headquartered in St. Cloud, MN.

Tracy received her bachelor's and master's degrees in Recreation and Leisure Studies from Southern Connecticut State University.

Tracy has helped thousands of people realize the value of learning. She uses interactive training methods and humor to help participants embrace concepts offered and leave with specific actions for implementation. She works hard to understand the individuals in her workshops. She wants all her examples to be relevant. She encourages participants to learn from each other. Her years as a facilitator makes her the perfect presenter for a Train the Trainer session.

Special Needs for this Seminar

Tracy needs access to the room one hour prior to the session start time for set up and forty minutes after the session for clean up. The room should be soundproof and have audience style moveable seating. Participants will rearrange the room. Please provide garbage can & garbage bags.

This is a SAMPLE schedule – as of June 6, 2019. Subject to change.

Program hours	Times	Program details	Break hours
	8:00 – 8:30	Registration check-in	
	8:30 – 9:00	Introductions, Overview of the Course, Characteristics of Effective Training	
	9:00 – 10:20	Topics: Training Environment – You are responsible for creating the environment	
	10:20-10:30	Break	
	10:30 – 11:30	Topics: training design, audience needs, hands-on activities	
	11:30 – 12:30	Lunch	
	12:30 – 2:00	Topics: Engaging Power Point Presentations, audience members as teachers, logistics of the training day	
	2:00-2:10	Break	
	2:10-3:00	Assessment methods, follow-up, course assessment	