

Training Tips & Techniques



***“Genius without education is like
silver in the mine.”***

Benjamin Franklin



Characteristics of Adult Learners

- **Prior knowledge & experience**
- **Self-directed learners**
- **Critical thinkers**
- **Experiential learners**



Learning is a change of behavior occurring from the process of internalizing knowledge, skills, or attitudes.

Motivation: What's In It For Me

- **Job requirement**
- **Personal interest in subject**
- **Professional enrichment**
- **Advancement potential**



Learning Environments

Direct

- **Comfort/Temperature**
- **Lighting/Sound**
- **Seating arrangement**
- **Climate controlled**
- **Refreshments**



Indirect

- **Respectful**
- **Non-intimidating**
- **Non-judgmental**
- **Informal**
- **Open atmosphere**





Trainer's Tips



- **Plan, Prepare & Practice**
- **Know your audience (experience level, comfort level, # of attendees)**
- **Involve learners (partner & team activities)**
- **Encourage comprehension over content**
- **Relate instruction to participant's job needs**
- **Solicit feedback during class & final evaluation**
- **Training is a process not an event that has measures & can be improved**



Trainer's Tips Cont.

- **Checklist, include materials needed (handouts, staff resources, supplies, equipment, cars, etc.)**
- **Get enough sleep & watch what you eat**
- **Realize your limitations**
- **Have reliable directions**
- **Learn from others**
- **Use good visuals**
- **Use time wisely & according to agenda**





Communication

- **Establish session objectives**
- **Be heard and understood**
- **Ensure movement**
- **Show enthusiasm**
- **Create rapport**
- **Prepare for questions**





Policy Statement Training Exercise

1. Its time to train your organization on the Environmental Policy Statement.
2. You will need to discuss how to conduct the training with your team.
3. Prepare an agenda for the training and discuss how it will be delivered.
4. Remember staff schedules, learning environments, experience levels, and employees' prior knowledge of subject.

