Train the Trainer: Learning and Fun in the Classroom

Icebreaker

Why Use Icebreakers?

- Participants meet each other
- Energizes participants
- Lowers inhibitions and encourages group work
- Useful tool for forming groups
- Encourages dialogue

Why Use Icebreakers?
Welcome and Introductions

• Name
• Jurisdiction
• Brief overview of your career

Session Objectives

Explain the purpose of training
Explain the elements of the learning process
Conduct a needs analysis and target learning interventions
Write learning objectives
Develop engaging active learning strategies to meet learning objectives
Deliver interactive training and facilitate active learning sessions

Organizing a Presentation
Opening a Training Session

Using this workshop as an example, what does a trainer need to do at the beginning of a training session to:
1. Establish a positive learning environment?
2. Bring focus to the training session?

What does the trainer need to avoid?

Active Learning Strategies

• Engage students as active participants in their learning during class time with their instructor.
• Typically, these strategies involve some amount of students working together during class, but may also involve individual work and/or reflection.
• Range from short, simple activities like journal writing, problem solving and paired discussions, to longer, involved activities like case studies, role plays, and structured team (group)-based learning.

Active Learning Strategies

• Think-Ink-Pair Share or Think-Pair-Share
• Brainstorming
• Outlining
• Corners
• World Café
• Consulting
• Mind Mapping
• Jigsaw Reading
• Subject Matter Expert
Active Learning Strategies

- Application Exercise
- Case Study
- Demonstration
- Discussion
- Games/Group Activity
- Practice Quiz
- Role Play
- Video
- Personal Reflection (Pop-up)
- Guided Notes

Active Learning Flash

Brainstorm why active learning is important to use in the classroom.

Expectations of the Participants

What expectations of the participants should you set as the trainer at the beginning of the session?
1. Respectful of time, opinions, suggestions
2. Active engage in discussions
3. Active listen
4. Vegas rules
5. Keep an open mind
Expectations of the Trainer

What are the expectations of the trainer?
1. Maintain order in the classroom
2. Keep the material focused on topic
3. Listen to the participants
4. Promote active learning

Ground Rules

• What’s the purpose of ground rules?
• Options for Preparing Ground Rules
  Option 1: Prepare some ground rules in advance and seek agreement to these at the start of the meeting or event.
  Option 2: Engage participants in developing ground rules as part of the event:

Sample Ground Rules for Effective Groups

• Share all relevant information
• Be specific – use examples
• Agree on what important words and terms mean
• Explain your statements, questions, and actions
• Explain your reasoning, meaning, and intent
• Test assumptions and inferences
• Focus on interests, not positions
Sample Ground Rules for Effective Groups

• Invite questions and comments
• Keep the discussion focused and to the point
• Don’t take cheap shots or otherwise distract the group
• Participate to the degree you are comfortable and capable
• Make decisions by consensus
• Disagree with any member, but disagree openly
• Seek first to understand, then to be understood

What’s the Purpose of this Session?

The purpose of the train the trainer session is give you an overview of teaching so that you can provide an effective training session in the future.

What’s the Benefit to you?

By the end of week, you will have the skills needed to create a session and be able to effectively deliver it.
Agenda
Day 1:
Purpose of Training
The Learning Process
Needs Analysis
Writing Learning Objectives
Day 2:
Practicing Active Learning Strategies
Interacting with Participants
Day 3:
Participants in Action

Active Learning Flash: Group Activity
The Worst Training Session...
• Take some notes individually about your worst training session that you have attended.
• Confer with your group to create a Top Ten List of Bad Training Characteristics
• Select a spokesperson

What makes a Good Training Session?
• Knowing your audience
• Having good objectives - plan
• Listening to participants needs
• Enabling interaction between participants
• Using questions – facilitate not lecture
• Anecdotes and stories
• Reflection
• Feedback
• Evaluation
Questions You Should Ask:

- Number of attendees
- Room Layout and environment
- Resources and AV equipment
- Schedule

What’s the Purpose of Training?
To improve individual or organizational performance by developing learners’ knowledge, skills, and attitudes.

Knowledge, Skills, Abilities

- Knowledge: Information that learners must know to perform (facts, concepts, rules, procedures, and policies)
- Skills: Abilities learners must have to perform (communication skills, analytical skills, manual dexterity)
- Attitudes: Feeling, beliefs, perceptions learners must have to perform effectively
Active Learning Flash
Brainstorming, Mindmapping and Outlining

What are some examples of training topics you can teach?
• Brainstorm for nine minutes
• Mindmap
• Outline

What is the learning process?
• Learning is a process that results in a change in knowledge or behavior as a result of experience. [https://teaching.berkeley.edu/resources/learn/what-learning](https://teaching.berkeley.edu/resources/learn/what-learning)
• Learning is a physical process in which new knowledge is represented by new brain cell connections. [www.atd.com](http://www.atd.com)
What are the four stages of learning?

- You don't know what you don't know
- You know what you don't know
- You don't know what you are doing
- You know what you know

4 stages of learning (Maslow)

Styles of Learning-VAK

VAK: Visual, Auditory, and Kinesthetic

What's your learning style?

• Visual
• Auditory
• Kinesthetic
Active Learning Flash

Active Learning Strategy

Pair and Share with your neighbor: Do you think the survey is right? What examples illustrate your learning style?

Understanding the Adult Learner

• Personal Benefit
• Experience
• Self-Direction
• Application and Action
• Learning Preferences and Styles
Opening

• Purpose
  • The purpose of the train the trainer session is give you an overview of teaching so that you can provide an effective training session in the future.

• Benefit
  • By the end of week, you will have the skills needed to create a session and be able to effective deliver it.

• Agenda
  • Can be as detailed as you want

• What would be the purpose and benefit of a course you would want to teach?

Body: Listener Profile

Current Performance
What is the situation now?
* Learners' current knowledge, skills, and attitudes?
* Personal factors that affect performance
* Organizational factors that affect performance
* Other factors that affect learners

Expected Performance
What performance is desired?

The Three W’s...
Body

• Listener Profile and Content Development
  • Who is your audience?
  • Why do they need to know the content?
  • What do they know? What knowledge, skills, and attitudes do I need to include in the session?

Writing Objectives

• The learner will be able to...

<table>
<thead>
<tr>
<th>Learning Area</th>
<th>Common Mistakes</th>
<th>Correct Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>To know, learn</td>
<td>To list, describe, name, define, explain</td>
</tr>
<tr>
<td>Skills</td>
<td>To understand, know how to do</td>
<td>Use, apply, operate</td>
</tr>
<tr>
<td>Attitude</td>
<td>To feel, value</td>
<td>To explain the importance of, to list the benefit of, to demonstrate</td>
</tr>
</tbody>
</table>

Active Learning Strategy: Practice Quiz

• Understand water evaporation process.
• Learn how to survey land.
• Operate a cash register.
• Define the term cultural competency.
• Feel confident is writing objectives.
• Explain the importance of using active learning.
Activity

• Consider your topic and create a list of what knowledge, skills, and attitudes should be covered.

<table>
<thead>
<tr>
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<th>Skills</th>
<th>Attitudes</th>
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<tbody>
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Active Learning Strategy: Consulting and Writing Objectives

• Consulting Group (3 participants)
• Write three objectives for the knowledge, skills, and attitudes you wrote.
• Active Learning Strategy: Personal Reflection: What was easy about this? What was difficult?
Active Learning Strategy Flash: Corners

- How should a trainer begin a training session to actively engage participants?
- What are some appropriate descriptive words that can be used when writing learning objectives?
- Why are active learning strategies important to use in a training session?
- Describe how to do one active learning strategy learned yesterday.

Integrating Active Learning
Sequencing Content

- Broad Picture ➔ Details
- Simple Content ➔ Complex Content
- Theory ➔ Application

Organizing a Presentation

- Opening
  - Purpose
  - Agenda
  - Benefit
- Body
  - Listener Profile
  - Development of Content
  - Application of content
  - Reflection on strengths and challenges
- Close
  - Recap
  - Big Learning

Presentation Skills
Active Learning Strategy: Role Play and Delivering a Presentation

- Eye Contact
- Pacing/Shifting
- Nonwords
- Gestures
- Pauses
- Intonation
- Enthusiasm

Facilitating Group Discussions

- All members have a chance to speak
- All members of the group listen to others' ideas and feelings
- A variety of points of view are put forward and discussed
- The discussion is not dominated by any one person
- Arguments, while they may be spirited, are based on the content of ideas and opinions, not on personalities

Four Methods for Forming Groups

- Preset-determined by trainer in advance
- Structured—a deliberate mix, specifying sorts of people (one person from a small city, one from a medium, one from a large)
- Random—brought together by chance
- Self-Selecting—participants select their own group
Forming Random Groups

• Count Off
  • Number of Groups = Number to Count Off
• Group by Seating
  • Group by playing cards, colors, candy, birthdays, etc.

Facilitating Small Group Discussions

• Give clear instructions
• Stay neutral; let the groups do their work
• Check in periodically to make sure they are on track
• Give them a five minutes warning to finish

Reflective Strategies

• Restating: “So, what I hear you saying is...”
• Drawing out: “Tell me more about that...”
• Building: “Your idea makes me think about...”
• Differing: “What I like about your idea is...” “My concern is that...”
Active Learning Strategy Flash: Application Exercise

- Using what you have learned so far, lead the class in a discussion about a hot topic in GACE or tell the class about a best practice.
- Prep Time: 15 minutes
- Discussion Time: 5 minutes

Session Outline

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
<th>Resources</th>
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<tr>
<td>Welcome and Introductions</td>
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Think about Time Last

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<th>Objectives</th>
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<th>Resources</th>
<th>Time</th>
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<tr>
<td>Welcome and Introductions</td>
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<td></td>
<td>8:30-8:45</td>
</tr>
<tr>
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<td>8:45-9:00</td>
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Using Powerpoint Effectively

Quite Possibly The World's Worst PowerPoint Presentation Ever
A Demonstration of What NOT to do When Creating and Using PowerPoint Slide Shows

How to Use this Presentation

• Watch the slide show.
• Gaze at the horrible examples of bad slide design and presentation.
• Read the hints and tips slides that follow the examples to avoid making similar mistakes!
Chilean Exports

- Fresh fruit leads Chile’s export mix. Chile emerges as major supplier of fresh fruit to the world market due to ample natural resources, consumer demand for fresh fruit during the winter season in U.S. and Europe, and incentives in agricultural policies of Chilean government encouraging diversification of exports and development of nontraditional crops. U.S. Dept. of Agriculture, Economic Research Service Report
- Chile is among the developing economies taking advantage of these trends, pursuing a free market economy. This has allowed for diversification through the expansion of fruit production for export, especially to the U.S. and Western Europe. Chile has successfully diversified its agricultural sector to the extent that it is now a major fruit exporting nation. Many countries view Chile’s diversification of agriculture as a model to be followed.
- Meanwhile, the U.S. remains the largest single market for Chile’s fruit exports. However, increasing demand from the EC and Central and East European countries combined may eventually surpass exports to the U.S., spurring further growth in Chile’s exports.

Too Much Text, and Font too small

- Don’t put large blocks of text in your presentation.
- Emphasize the main points.
- The “Six-by-Six” Rule.
- Use pictures - PowerPoint is multimedia!
- Use a large font…at least 30-point or more.

Beginner Motorcycles

- My personal favorite: the Suzuki Savage
- Light weight (~380lbs)
- Adequate power (650cc engine)
- Low seat height fits most riders
Bad Color Choices

- Avoid loud, garish colors...dark text on light background is best.
- Avoid text colors that fade into background, i.e. blue and black
- Avoid color-blind combinations:
  - Red and green
  - Blue and yellow

Overwhelming Pictures

- Use pictures, but don’t let them use you.
- Keep slides SIMPLE! Too much diverts audience away from content.
- Too many pictures also make saving a presentation difficult.
- 1 or 2 pictures per slide is probably enough.
Racquetball Fundamentals
- 2, 3, or 4 players.
- 1 player serves, other “returns.”
- Only serving player can score.
- Served ball must land past serving line and cannot hit back wall.
- Ball can only bounce once before striking front wall…but ball does not have to bounce.

Using too much Slide Animation
- Again, keep slides simple!
- Apply one Slide Transition style and one Animation Scheme to ALL slides.
- Don’t change between styles- a single style makes a presentation look unified.
- “Busy” presentations divert audience attention from content.

FILE NOT FOUND
- Microsoft PowerPoint is unable to open the requested file. This could be because your file is corrupted and/or this is an unsupported file type. Do you wish to retry or cancel?
- Disk is unformatted. Click “yes” to format your disk now.
- Boot startup failure, press any key to reboot.
Murphy’s Law

- Something WILL go wrong - test your presentation before you show it.
- Always have a backup of your presentation on hand.
- Be prepared to do the presentation without the PowerPoint...professionals ALWAYS print handouts for the audience.

More Presentation tips

- Talk to your audience, not the slides - face them!
- Don’t just read what’s on the board...we can read that. Use a visual presentation as a starting point.
- Avoid apologizing for a presentation shortcomings...press on.
- Leave time for Q & A.

More Presentation tips, cont.

- Check grammar! A presentation is the worst time to see misspellings.
- Don’t make too many slides...avoid the “slide rush” (trying to rush through the last 20 slides because you ran out of time).
- Cite your sources on each slide or at the end of your presentation.
- Remember: KEEP IT SIMPLE! It’s just a tool!
Closing

• Provide a recap and share learning from the day.

Using your objectives, create an outline for the content you want to teach. Share your outline with your table. Present outline to the class.

Active Learning Strategy Flash: Subject Matter Expert

• Icebreaker
• Recap
• Agenda
• Expectations
• Ground Rules

Be ready for tomorrow morning!

Instructions

• Using your objectives and outline, create a 10 minute presentation. You must include:
  • An active learning strategy (one we did or one you find)
  • A powerpoint using the techniques discussed in class
  • In your presentation, include your purpose, benefit, and objectives.
Day 3
• Subject Matter Expert Activity

Presentations

What’s Your Top Three?
• What are the top three things you learned this week?
• Course Evaluations
• Learning to Action Plans