

Train-the-Trainer Workshop

Trainer Tips

Start on time, end on time.
Introduce yourself and greet every participant as they enter the training room.
Always write objectives so the audience knows the major topics that will be discussed.
Be available to everyone (before and after class).
Be enthusiastic, cheerful, positive, and considerate.
Locate the nearest restrooms and emergency exits.
Have someone explain the emergency alarms, evacuation procedures, and meeting place.
Know who to call in case of an emergency.
Maintain your role as "facilitator," not teacher.
Lead by example.
Learn the names of your participants.
Have two flip charts available (and at least one with adhesive – Post-It or another brand).
Use name tents (or tags).
Bring several colors of markers (one set per table or team) and various sizes of Post-It notes.
Make individual's questions/problems the class' question/problem.
Don't debate with participants – assist them with resources to find the correct answer.
Use a casual leadership style.
Avoid eavesdropping or sitting in on discussions.
Maintain a time limit on group-leader reports.
You do not have to complete every project.
Assist each participant with working with other participants.
Use odd times to return after breaks or activities (like 10:08).
Use rewards for activities you want people involved in (like one point for each person that returns from break on-time; double point value if the whole team is on time).
Offer trivia questions or other activities near the end of the break to get people seated, reconnected, and re-involved.
Use music during breaks and either significantly raise or lower the volume at the end.
Use game format for reviews or "tests."
Always use a class evaluation form.