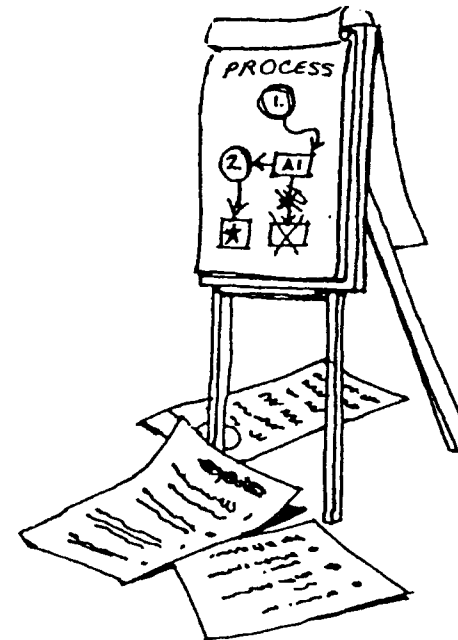# OBJECTIVES

- **Understand how adults learn most effectively**

- **Learn how to design a learning experience**

- **Practice techniques of effective training**
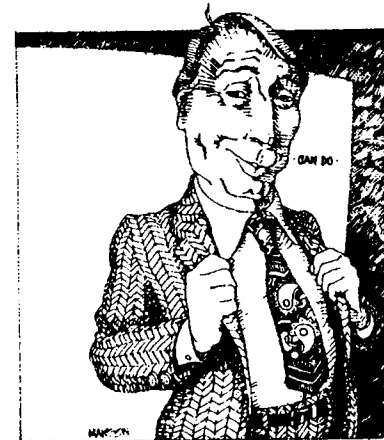
AGENDA

- **Introduction**

- **Today's Learner**

- **Getting It Together**

- **Training Techniques That Work**

- **Practice**

BEST ACTIVITY INSTRUCTIONS–10 MIN.

1. Brainstorm a list of characteristics of the best training session.

2. Choose your top three "best" characteristics.

3. Create a flip chart of your choices.

4. Be prepared to present your top three choices in each category.

WORST ACTIVITY INSTRUCTIONS–10 MIN.

1. Choose a spokesperson and scribe for your group.

2. Brainstorm a list of characteristics of the worst training session.

3. Choose your top three "worst" characteristics.
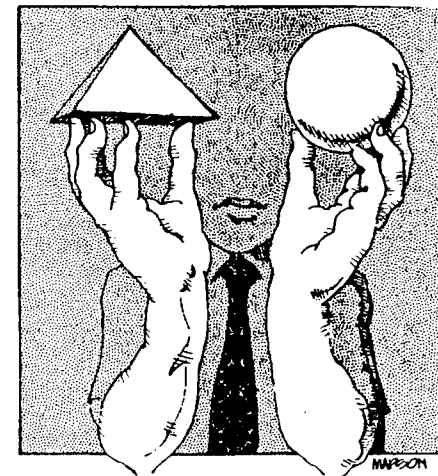
4. Create a flip chart of your choices.

THE LEARNING CYCLE

THE LEARNING CYCLE
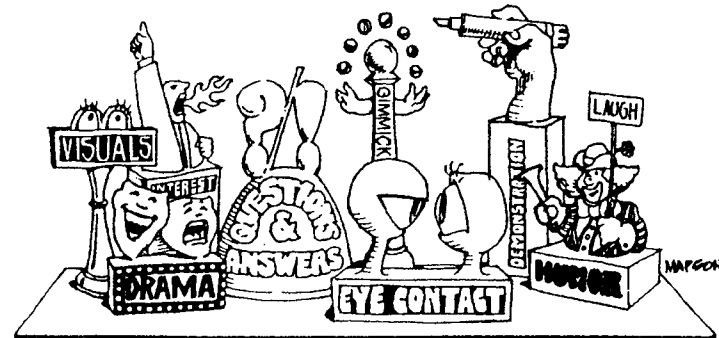
Learning
Activity

Participants'
Response

Application
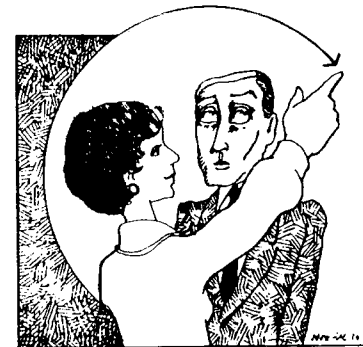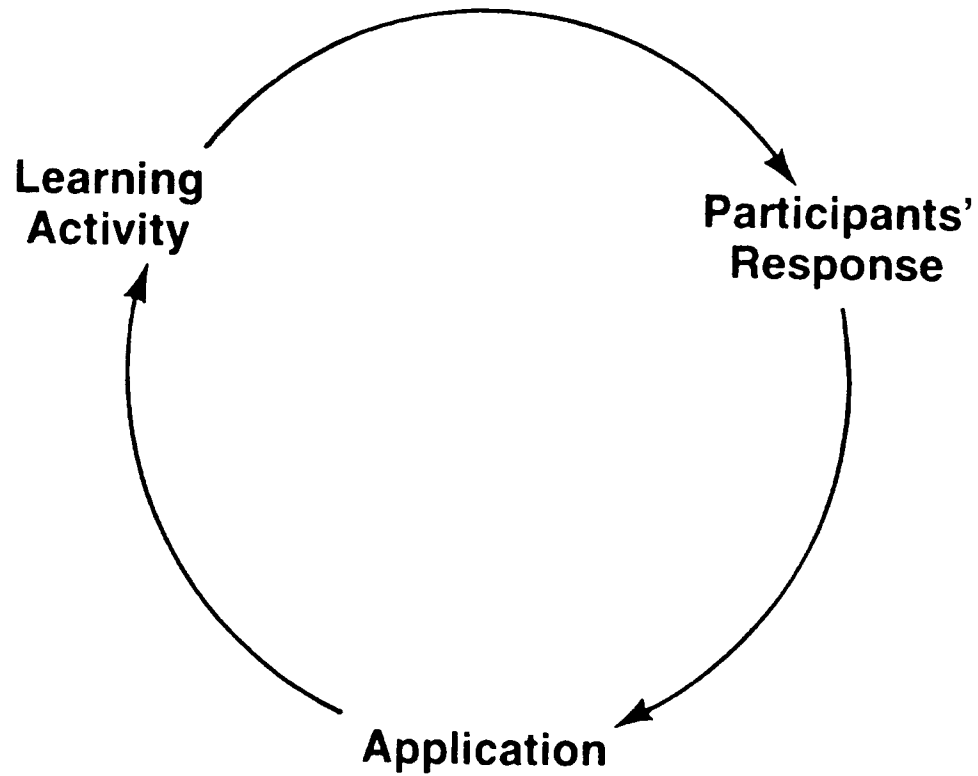
DESIGNING EFFECTIVE TRAINING

1. Evaluate the audience.

2. Determine your objectives and focus.

3. Select your training methods.

4. Develop the content.

5. Design your graphics.

SUPPORTING POINTS

- **Facts**

- **Statistics**

- **Quotations**

- **Comparisons**

- **Narratives/Stories**

- **Questions**

DESIGNING THE SESSION
ACTIVITY INSTRUCTIONS

15 minutes

1. Choose a topic that your group wants the rest of the class to learn in a 15 minute session later this afternoon.

2. Determine *how* you will evaluate your audience.

15 minutes

3. Evaluate your audience.

15 minutes

4. Develop your objectives and focus for the session.

5. Read pages 59–60 in *Delivering Effective Training Sessions.*

PREPARING FOR THE
SESSION INSTRUCTIONS

1. Select the methods and techniques for your
   session.

2. Develop your content.

3. Design your graphics and supporting materials.

4. Practice!