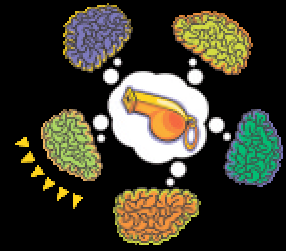


TRAINING TIPS



five deadly instructor mistakes

...dumm dumm duuummmmmmm...

1. Provide Information Overload

You'll have their heads spinning like the girl in the Exorcist when you do a data dump on your participants.

Do: Chunk it out. Work around 3-5 key objectives. Integrate a variety of activities and vary your teaching style.

2. Focus only on Content, not on People

If you leave out the human side of the story, you'll turn you participants in to Zombies in no time!

Do: Share your own experiences, discoveries and frustrations that relate to your content.

3. Inadequately Prepare

It could be the Blair Witch Project in your classroom if you venture out without a decent map!

Do: Ensure your materials are up to date, reflect the interests of your participants and are logically organized.

4. Lack of Attention to the Opening

Your participants will make up their minds in the first few minutes if this program is going to be Nightmare on Learning Street or not.

Do: Ensure you are clear, enthusiastic and approachable in your kick off of the program.

5. Limited Interaction with the Participants

Trick or Treat? What will your participants get? An hour of lecture (aaurrgghhh!) or a learning relationship with you!

Do: Get out from behind the laptop often. Lecture no longer than 15-20 minutes at a time without a "break" (such as an activity, exercise, handout, an exciting slide...). Use gestures and humor. Involve the group by asking questions and their opinions - be sure to wait for responses.

Thank You...

For caring about your learners enough to invest your time in some fun research.

Here are a few tips on increasing attention and retention. Some may be familiar & some new.

Feel free contact me to discuss further, this or any other Training and Presentation topics.

Enjoy!

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