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2009

TRAIN-THE-TRAINER
DESIGNING AN EFFECTIVE
TRAINING PROGRAMME



Workshop Intention

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To help improve the quality and impact of your training design through

- the application of a specific model for preparation
- better understanding of brain friendly methods applied to Adult Learning



Positive Learning Experience

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1. Think about a past positive learning experience... (5 minutes)

What was it that made this experience so positive?

2. Share your reflections with the group and identify any commonalities. (10 minutes)



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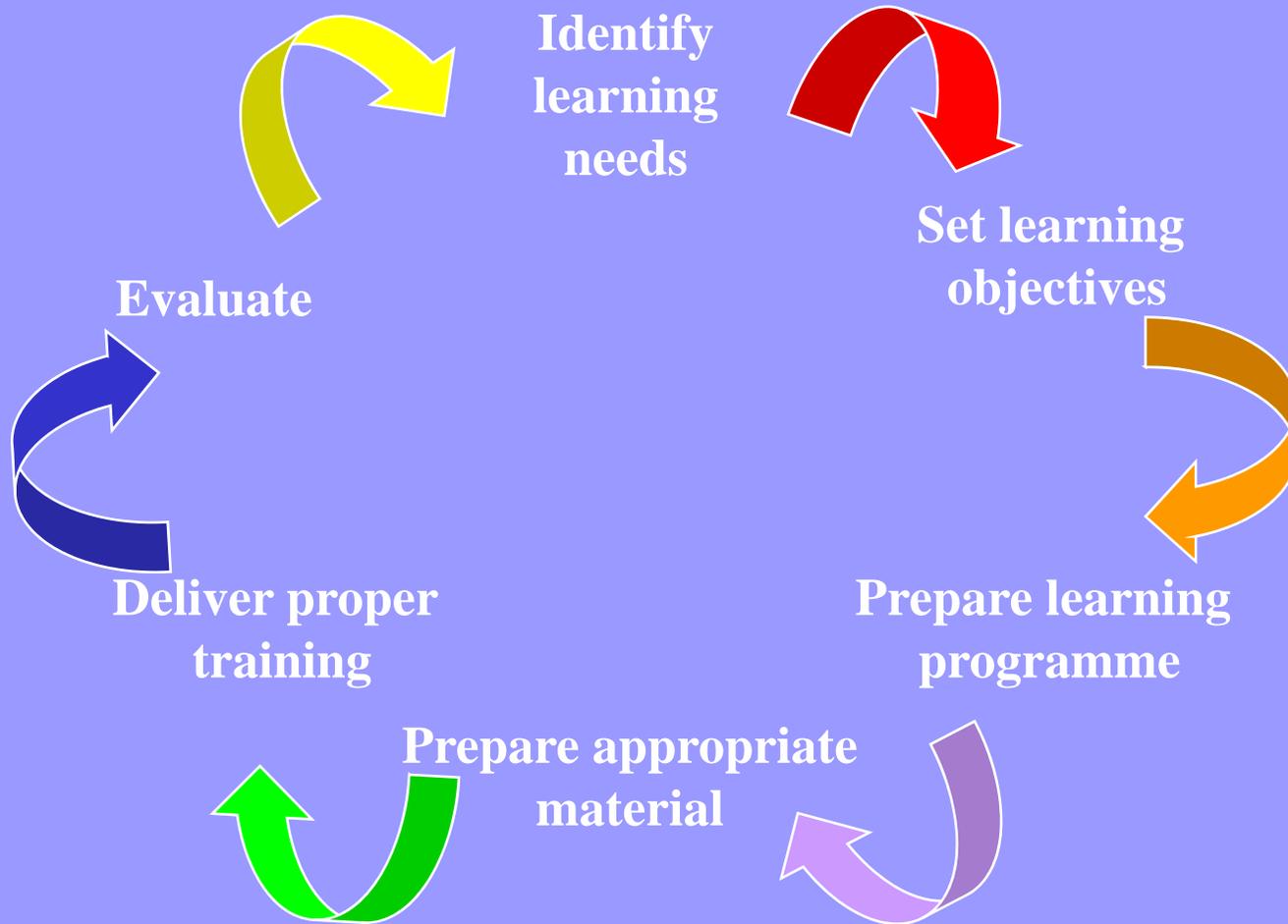


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Training/Learning Planning Cycle





Determining Needs Analysis

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- **Context Analysis** – business or organisational needs about why training is required
- **User Analysis** – determining potential participants (gap and style) and trainer for the learning
- **Work Analysis** – job requirements, main duties, tasks, skills, processes etc
- **Content Analysis** – what knowledge or information is required for the job and therefore in the learning
- **Training Suitability Analysis** – Determining if training is the best solution to the problem
- **Cost Benefit Analysis** – determining the return on investment and the added value of the training

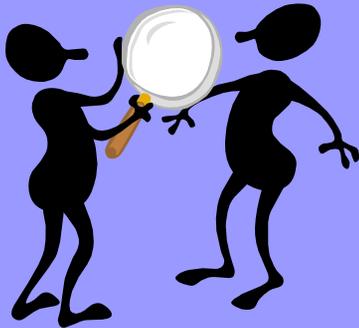


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Techniques for Needs Analysis



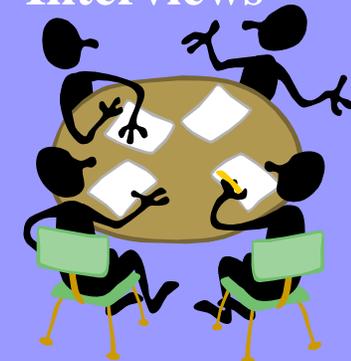
Direct observation
of person, work
or process



Questionnaires
And Tests



Interviews



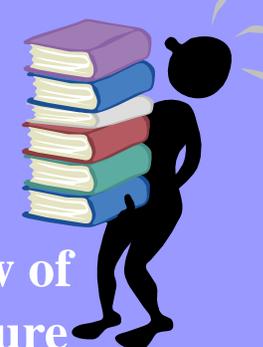
Focus Groups



Consultations
With staff



Records,
reports,
studies



Review of
literature



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6 Pathways to the Brain

We learn by:

What we **SEE**



What we **HEAR**



What we **TASTE**



What we **DO**



What we **TOUCH**



What we **SMELL**





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*Tell me and I hear
Show me and I see
Let me do and I
understand*

*Confucius
Circa 551-479 BC*



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Accelerated Learning Remembering curve

90% Multi sensory combination

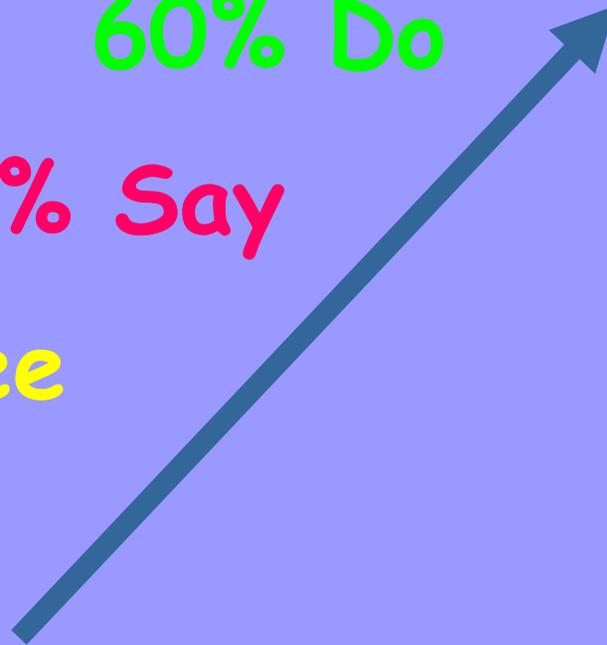
60% Do

50% Say

40% See

30% Hear

20% Read



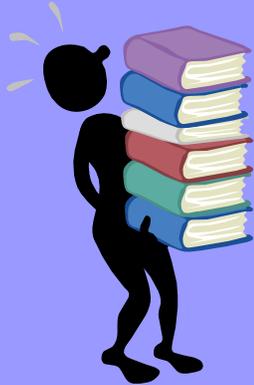


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Multi Sensory Learning Objectives



Know



Feel



Do



EXAMPLE

Understanding Biosafety and Biosecurity

Basic objectives

Know:

1. What is the main concept of BS&BSec
2. What are the advantages of Implementing BS&BSec
3. How to implement them

Feel:

1. Confident that the concept is well understood
2. Satisfied about the advantages of BS&BSec
3. Motivated to implement them

Do:

1. Capable of performing BS&BSec in the work place
2. Demonstrate the difference of implementing them
3. Assess and present the advantages



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Plant, dog, ship, table, cat

Humanity, chair, weather, blue

Sky, flower, tree, three, cow,

Street, ski, Bill, Clinton, lion

Green, see, cloud, zebra

Taj, Mahal, television, sea

London, road, cosmopolitan, lady



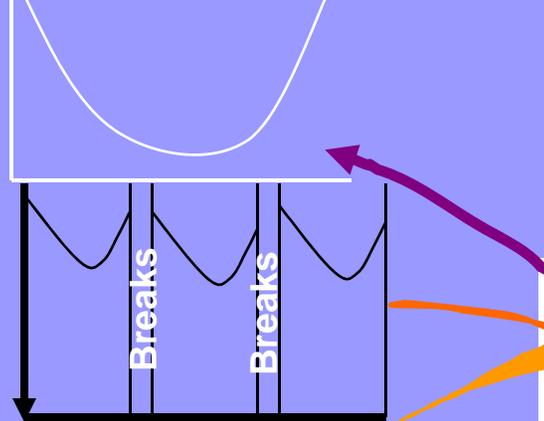
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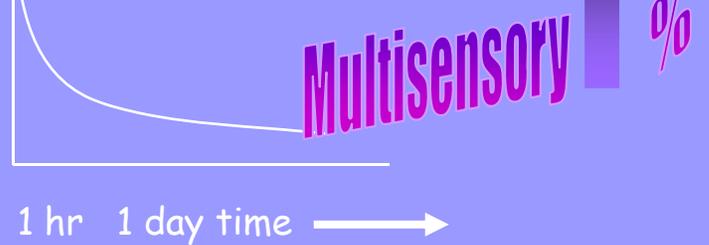
Psychology of Memory

Primacy & Recency



Energisers
Fresh air

Ebbinghaus
Forgetting curve



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Chunking
Magic 7 +/- 2

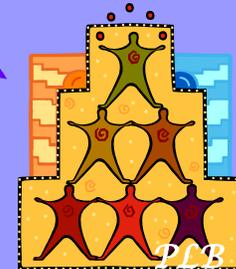
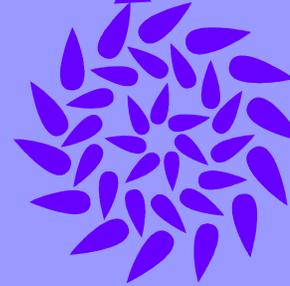
Search for patterns
And meaning



Understanding
≠
Remembering



Outstanding



PLB Consulting Ltd 2007



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The mind is not
a vessel to be
filled,
but a fire to be
ignited.



Plutarch
(Mestrius Plutarchus)
Priest of the Delphic Oracle
(c. 45-125 A.D.)



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Learning Styles

Activist



Pragmatist



Reflector



Theorist



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Learning Activities

Activist

Brainstorming
Problem solving
Group discussion
Puzzles
Competitions
Role-play

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Reflector

One on one
Self analysis
Questionnaires
Down time
Observation
Paired discussion
Small group
Individual thinking
before responding

Theorist

Models
Statistics
Stories
Quotes
Background info
Applying theories

Pragmatist

Thinking about
applications
Planning to
apply learning
Case studies
Problem solving
Discussion

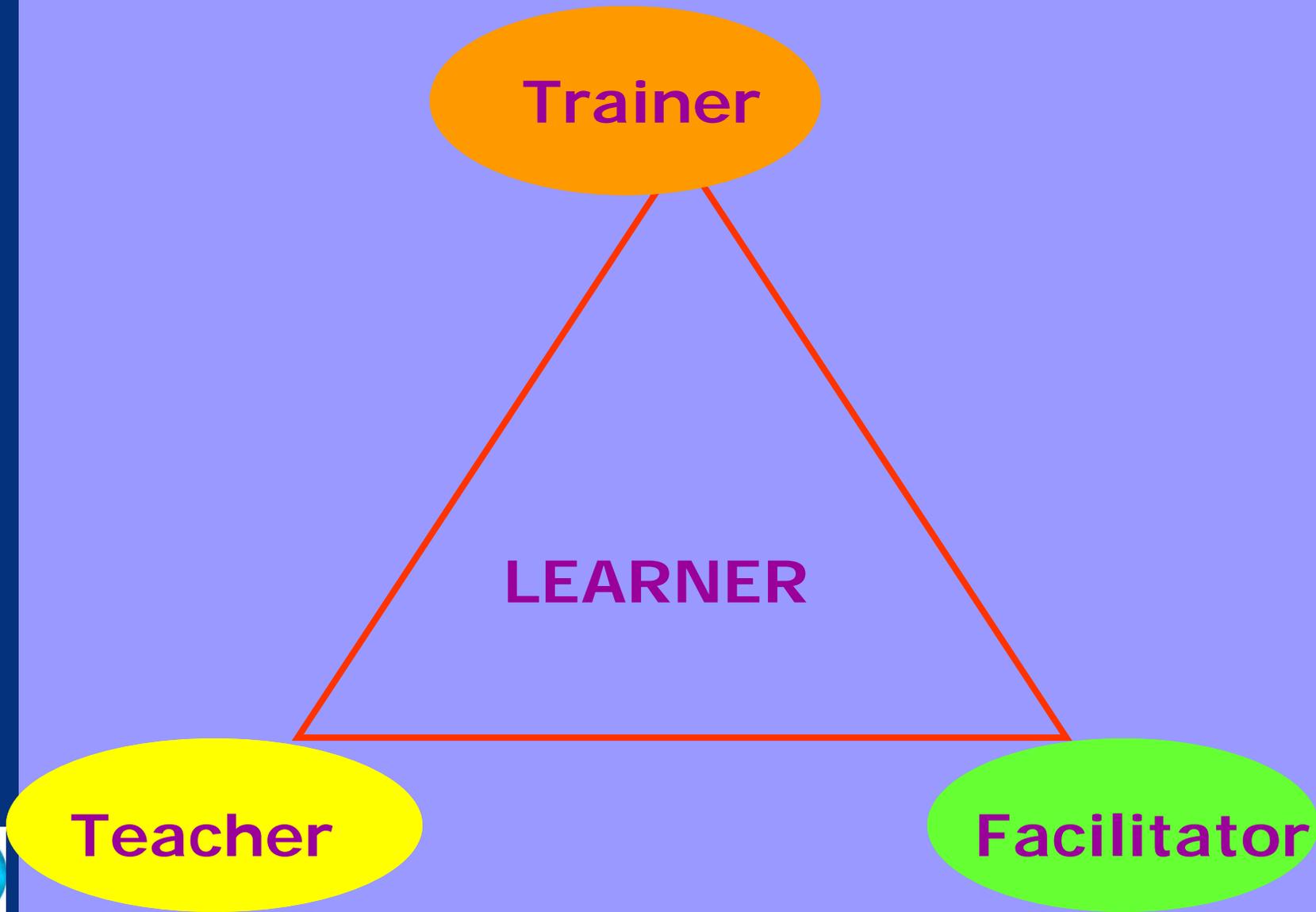


Teacher-Trainer-Facilitator-Learner

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How to set your presentation

- Title, As short as possible
- Objective (s)
- Short introduction/background
- Topics to be discussed (main part)
- Cases or examples (important)
- Conclusion
- Summary



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How to Present the training

1. Avoid one way training, be part of your audience, listen as much as you talk, be among them
2. Always engage participants in your training process, ask for their comment of how to proceed
3. Use body language/metaphor, Eye contact (very important)
4. Ice breaking, physical movement, deep breath
5. Be clear and brief, talk loud but not shout
6. Respect the time, start, duration, end
7. Use, maintain your sense of humor, slides, occasions
8. Always use examples, real stories, practical cases (bad and/or good)
9. Incentives, prize, acknowledge their, attendance, attention and advances in learning,
10. Certificate



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EXAMPLE

Personal Protective Equipment (PPE)





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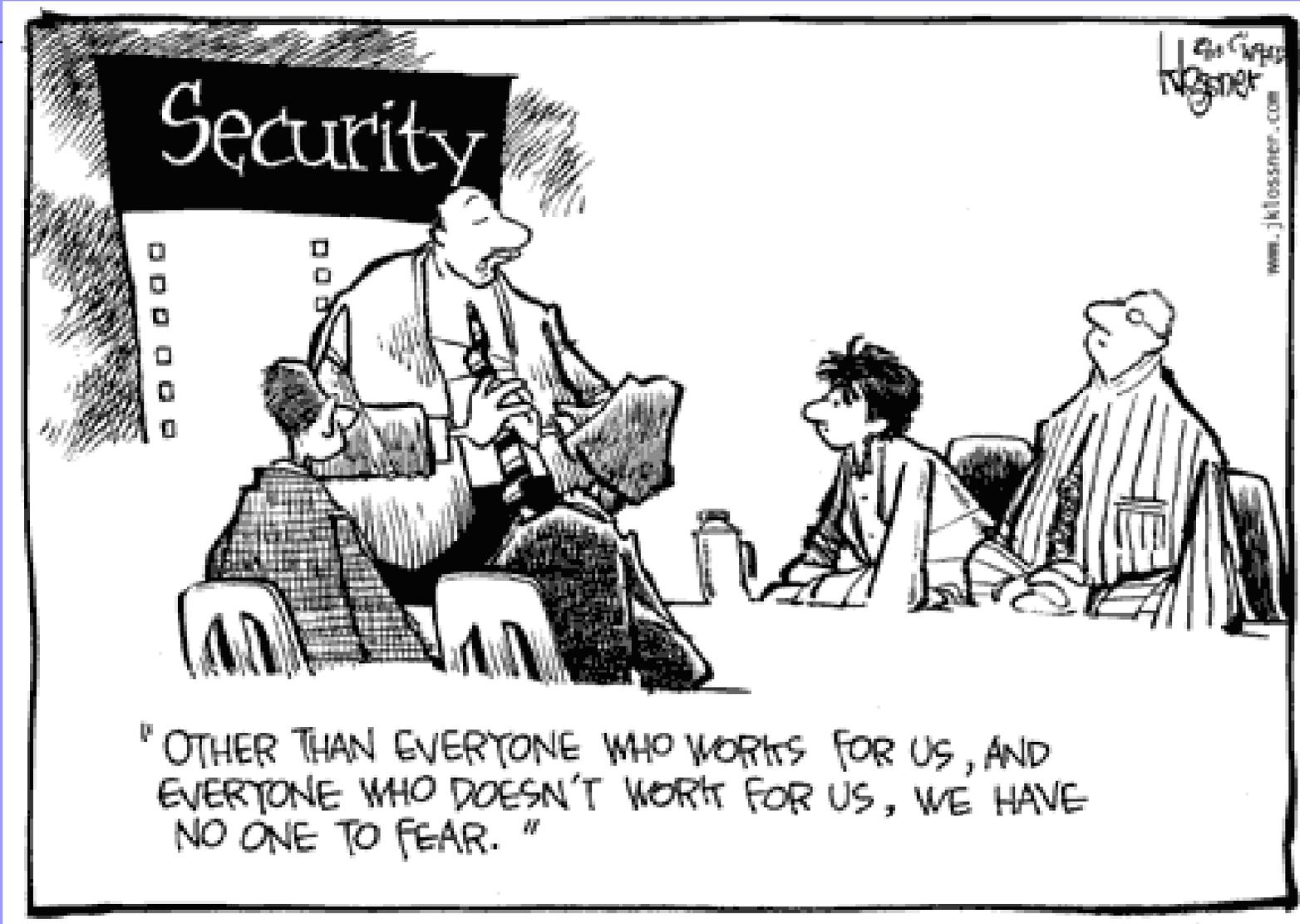


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To avoid.....





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CERTIFICATE OF ACHIEVEMENT

**This is to certify that participants in
Train the Trainers Workshop Have
Successfully Listened to this
presentation and May have
Understood the Basic concept of
New Training Methodology**



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