



TIPS FOR EFFECTIVE TRAINING	√
Prior to delivering your course	
I know the material (Instructor Guide, Participant Manual, PowerPoint, etc.)	
I have practiced rehearsing the training session.	
I have received feedback on how to improve specific areas of the training delivery.	
I have visualized a successful presentation.	
I have organized materials ahead of time (e.g. coordinated room, refreshments, handouts, etc.)	
At the time of the course (The Day of Training Delivery):	
I have set up the classroom to be conducive for learning.	
I help set the tone to be open and comfortable for learners (e.g. welcome students as they enter the classroom, use an icebreaker activity for participants to get to know each other, acknowledge mutual respect and confidentiality in the room, smile)	
I ask questions and give participants many opportunities to feel heard. (Adult learners like to share their ideas).	
Wherever possible, I provide learners with an opportunity for peer-to-peer learning. (Whether paired group exercises, small group or large group, adult learners benefit from socialization and interactive instruction.)	
I ensure that there is a variety of instructional methods and strategies to keep learners engaged and motivated. (During the instructional design phase of the training materials, instructional methods and strategies should have been accounted for. There are times, however, during delivery, where you may notice that participants are losing focus, and some adaptation of the lesson plan may be required.)	
Where appropriate, I make sure that learners have fun.	



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