



Don't Touch That Thermostat!

If you were like most of us growing up, you heard one or more adults yell this when you attempted to adjust the climate in the house.

The thermostat was a mystical, magical device that only adults could touch.

Well, thank goodness things have changed!

As training facilitators, we can not only touch the thermostat in our own homes, but we are responsible for the climate in our learning environments.

Setting the proper learning climate is essential to help adults learn and it starts **before** the learning session.

Managers and supervisors are responsible for preparing their learners for training. Yeah, like THAT's gonna happen!

Here are some things *you* can do before, during and after the learning session for maximum learner comfort and engagement:

Before the session

1. Send the learners a reminder of the session. This should include a WIIFM or benefit statement of the training along with a snapshot of the content, t a bit about yourself and any session logistics.

2. Pack up your things the night before. Ensure you have all electronic equipment with you and that it's working. If it's a VILT class, visit your platform and load the PowerPoint and go through the features one more time if needed.

Day of session (before learners arrive)

1. Arrive 60 – 90 minutes prior to start time. This applies to VILT also. Sometimes it's not as easy to enter the platform as you thought – the technical gods don't always work in our favor.
2. Check to see the room set up is as you planned and that all AV support is there. For VILT, ensure the PowerPoint is still there and that you have a welcome slide up or introductory loop operating.
3. For a physical classroom, place welcome signs up first, then set up the tables for the participants. Place workbooks neatly at each table, along with name tents, markers, pens, stickie notes and table top toys (squishy balls, puzzles, etc.) to help keep those kinesthetic folks busy!
4. After the tables are set in the physical classroom, work on your visual support and place the first slide up to welcome folks as they come in.
5. Make sure all of your notes are in order and you know what the first few words out of your mouth will be when you start!

As learners arrive

1. Step AWAY from the front of the room and greet each of the participants as they enter the room. This is particularly important in a VILT environment where people tend to slink in and then get offended if you didn't notice.
2. Inform participants of comfort things – snacks, beverages and restrooms. In a VILT room, remind participants of the start time and encourage them to get their physical environment set up for no interruptions and to get a beverage before the session starts.
3. Invite participants to chat with one another. Introduce them to each other as they arrive. In a VILT session, encourage folks to use the chat feature.
4. If you do need to break away before class starts in a physical classroom, make sure you announce it so participants don't think you just left and tell them you will be back in a few moments. In a VILT, do the same and make sure you change the status, if possible, on the platform to "away."

Remember, you only get one time to make a good first impression. Being totally ready to plug into your learners once they arrive earns you tons of points by making them feel comfortable with you and setting the optimal learning climate!

For more information on setting the proper climate, click [HERE](#) to sign up for our new Training Essential Virtual Mini session, ***Stop Running the Vacuum: Setting a Productive Learning Climate!*** or click [HERE](#) for our *new*, one-day workshop, ***Facilitate Training for Results!***

Now go and take charge of the climate!

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We're all on this journey together!

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