



ARE YOU MISSING A KEY INGREDIENT IN YOUR TRAINING?

You've spent days, weeks and months designing and prepping for this training class.

You are pumped to finally roll it out!

Then it happens...

As you start your session (virtual or classroom) the stark realization hits you: your learners do not share your level of enthusiasm!

They not only don't "get" the amount of work you have done to get here, most of them may not *want* to be there or don't understand *why* they are there.

One key ingredient that is often missing in the recipe of effective learning is preparing the learners to learn.

Although the learners' manager/supervisor *should* take this role, we also know that *realistically* this doesn't usually happen!

Here are some things you can provide your learners to help prepare them for your session:

1. Session logistics including time, directions, and parking if off-site, login information if virtual, meal planning, etc.
2. Reason for training. Provide a WIIFM statement in your materials so they instantly recognize the value of this session and what it will do for them.
3. What to expect including course outline, objectives, pre-work, instructor bio, etc.
4. What to bring. This includes actual work products or a pre-thought out strategy.

5. Their role. Oh, yes! Learning is NOT a passive process.
6. Contact information for questions about the session, logistics, etc.

This information should be sent out ten days to two weeks prior to the session with a follow up the week before and another reminder the day before. If this seems like too much handholding, keep this in mind: How many of you get a phone call/email/reminder notice for medical/dental/salon appointments? Yep – we've been programmed to receive and pay attention to these gentle reminders.

So next time you are putting in the time to make a great learning experience for your learners, remember to also prepare them for this experience. They deserve to attend the training with the best frame of mind and so do you!

For more information on preparing learners and other facilitation tips, grab a cupcake, click [HERE](#) and check out our *Facilitate Training With Impact!* workshop.

Go get 'em!

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