



Say It Again!

One thing that we learn early on in our training career is to provide internal summaries for our learners. We learn that it's important to provide them after breaks, lunch or at the beginning and end of multiple day sessions.

Internal summaries have lots of benefits for the learners, including:

- Keeping them on track
- Triggering questions
- Providing a roadmap for us big picture thinkers
- Drilling down on details for us more detailed thinkers

However, they are much more valuable to the learning process if you, as the facilitator, don't provide them.

No, we're not contradicting ourselves. Internal summaries **HAVE** to happen. They just don't need to come from you!

You are the trainer. You **KNOW** what you just covered. Your role is to make sure the learners "got it." Here are some quick and easy ways to incorporate internal summaries into your training:

1. Ask the large group, "What have we covered so far?". Give them time to process. Encourage them to look back through their notes by letting them know this is an "open book" activity!
2. Break into small groups and ask each group to come up with three things they can use that they've learned.
3. Create a graphic map on chart paper or a white board if training virtually. Build the

“skeleton” or big topics and ask for volunteers to fill in the specific learning points as you progress through the session.

4. Craft graphic organizers. These are particularly useful for multi-day classes. Use a sheet of chart paper for each topic. Have learners facilitate discussion to fill in specific learning points and make connections. You know you’re doing a good job if it looks like spaghetti exploded all over the charts at the end of the session!

No matter how much time you have or what approach you use, internal summaries are invaluable and a ‘must’ for a complete learning experience.

They provide time for learners to pause, reflect, make connections and begin to think about how they can start to transfer this new knowledge or skill back to the workplace. Our #1 goal of training!

For more information on this and other facilitation techniques, click [HERE](#) and check out our two-day workshop, *Facilitate Training With Impact!*

Have fun NOT summarizing!

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