



Training is Hard Work!

Some folks think we coming out of the womb doing this stuff.

But we know better.

There's a ton of preparation that goes into being a good trainer. Planning, scheduling, organizing, studying, rehearsing, checking technical equipment, not to mention years of knowledge and skill coming together. Training really is an art in addition to science.

But guess what?

*No matter how much preparation you do, your learners will not be ready to learn unless you prepare *them* for learning.*

Preparing your learners, just like your own preparation, starts before the learning experience itself.

Start with some correspondence with the learners before the session. Include the usual information like logistics, course outlines etc., but also ask for input like:

1. What motivated you to sign up for this class?
2. What do you hope to get out of it?
3. What is your favorite snack? (chocolate is *always* on our list!)

Now that you're starting to get their head in the game, concentrate on the next step: making a good impression!

1. Show up early. Ninety minutes prior to start time is optimal so you can set up and be ready to greet participants (in person or virtual) as they arrive.

2. Make your learning environment fun and inviting. Learning doesn't have to hurt!

Include a welcome slide loop/chart, music, tabletop toys (traditional classroom) or brain teasers (via a slide for the virtual environment).

3. Have everything ready for them to learn. In the physical classroom, set out their workbooks, additional paper, pens, stickies, highlighters, etc. In the virtual classroom, ask them to gather/download the needed supplies.

4. Greet learners as they arrive. Shake their hand...physically or virtually! Make direct eye contact, say their name and smile! Don't tie yourself to your notes and more prep. This greeting time is critical and helps set the mood for the session.

Once the session starts, continue to plug into your learners and their needs by letting them pick which learning objectives are most important to them..

This all comes down to setting the **learning climate**.

To be most productive in your training sessions, work hard at setting a comfortable, safe and welcoming learning environment. If not, you could experience some "storms" along the way!

For more information on setting a productive learning climate, please click on the following resources we have crafted just for you:

Stop Running the Vacuum! Set a Productive Learning Climate

One-hour Training Essentials Virtual Mini, August 1, 2018

Facilitate Training for Results

One-day workshop offered this fall in Washington DC Metro and Southern CA areas.

Now go and make sure all your hard work is paying off!

Team M&M

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