



POOF Trainers*

Are you a “**Poof Trainer?**”

If you're not sure, see if *this* sounds familiar....

You were pretty much the expert in doing a task.

You were minding your own business and working hard.

One day a member of management approached you and said:

“Since you're SO good at doing this thing we're going to make you a trainer of this thing. But we're not going to give you any training on how to be a trainer because you are so very good at this thing!”

And so it happened..... **POOF**, you became a trainer!

Now, it's true that many of us get into training accidentally, but that doesn't justify the lack of providing the foundational skills needed to effectively deliver training.

If you or someone you know is in this situation (or if YOU are thinking about making someone a POOF trainer) here are some basics you'll need to address:

1. **Training facilitation skills.** The word *facilitation* comes from the Latin root “to make easy.” When you are facilitating a training class you are literally making it easy for people to learn and this is a big responsibility! You are responsible for preparing the learners beforehand, setting and maintaining a healthy climate and delivering a session (virtual, OJT or in the classroom) in a manner that engages the learner, develops skills and knowledge and then transfers that knowledge easily back to the workplace.

2. **Instructional design skills.** Instructional design is the process of putting

together a training experience or program. Despite what you may have heard or seen, it is not simply throwing together a slide deck and calling it a training program. It is a skill set backed by science that you need to learn and implement in order to make your training program effective (i.e. skills and knowledge are transferred back to the workplace).

3. **Relationship building skills.** You are only one person. But being in this support function, you are responsible for the quality of training in your organization. Again, a big responsibility, but one you do not and cannot do alone. Thus the reason for building relationships throughout the organization. Develop a cadre of colleagues who value what you do and will help you research, design, deliver and evaluate your learning efforts. These folks will also naturally help you with marketing and proving your value to the organization.

There *are* some additional skills. But these are key ones to provide a solid foundation for your new role as a trainer.

Fortunately for you, we have some *great* resources to get you started. Click on the title below for more information:

Training Clinic Signature One Day Public Workshops:

Facilitate Training for Results!

Take Your Training from Snore to Score

Plan Training for Results

How to Craft Amazing Learning Materials and Activities

And don't forget our Training Essentials Virtual Minis!

These 60-minute virtual training sessions are based on foundational training competencies. These 60-minute sessions are very affordable (\$60 each - a buck a minute) and are packed with tools tips and techniques to help you be your best. Included with each session (which you can attend live or purchase to view) are a comprehensive workbook and an invitation to our monthly office hours. Click ***HERE*** for more information.

So whether you are or are about to make a POOF trainer, stop and see what we have to offer and select what is best for you. And, if you need more help, feel free to give Maria a call at 703-690-8076. She loves chatting and can help you determine where to start.

**Note – the term Poof Trainers came from one of our clients – thanks for sharing!*

Cheers!

Team M&M

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Managing Partners



The Training Clinic

We're all on this journey together!

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