

...6lbs, 8 oz & everything
she needs to be a
FABULOUS trainer!



We Came Outta The WOMB Doing This!

Training is easy.

Anyone can do it, right?

WRONG!

Facilitating training is an art.

Facilitating training is a science.

Facilitating training takes **PRACTICE!**

In other words, even the most seasoned trainers continue to perfect their craft and learn new things!

For example, how to set a productive learning climate.

A good facilitator knows that you have *no control* over the baggage that your participants bring into the learning environment but have almost **total control** over what happens within the learning environment.

Creating an *optimum learning experience* begins with setting the **learning climate**.

And this begins even **before** the learners arrive.

Here are some tips for setting a solid, productive learning climate:

1. Send out a **reminder** prior to the training that includes the date, times, location (and links if a virtual session), and what to bring (if applicable).
2. Arrive in the learning setting **EARLY** - at least 60 minutes prior to the start so that you can set up the room (physical and virtual). Many facilitators like to set up the day before the session so they have time to handle any unexpected logistical glitches.
3. Make the room **welcoming**. If in a traditional classroom training, have workbooks, pens, paper, job aids, etc., on the table, charts posted, and activities staged. If in a virtual classroom, have everything (visuals, layouts, job aids, pods, etc.) in your room organized and ready to go. For both types of training, incorporate a welcome loop in your PowerPoint deck that includes things like the title of the session, what they should be thinking about or doing before the start of the session, a fun quote, your bio, etc.
4. **Welcome the learners** as they enter the room. This is just as important online as it is in the classroom.
5. Conduct **introductions** at the beginning of the session and ask learners to highlight or pick the workshop objectives that are important to them.
6. Facilitate **climate setting** and re-setting activities throughout the day. These are important not only the first thing in a session but also after lunch, breaks and at the end of the day.

For more information on how to enhance YOUR training facilitation skills, please join us for one or more of the following sessions we have designed with YOU in mind:

Tune Up Your Skills! Training as a Peak Performer

60-minute Virtual Mini

November 13, 2019

11:30 PT/ 2:30 ET

Facilitate Training for Results

One- day workshop, DC Metro area: April 7 & October 8

VILT: April 15 & 17

Take Your Training from Snore to Score

One- day workshop, DC Metro area: April 8 & October 9

VILT: April 28 & 30

So join us and up your game like you've been training like this since day one!

Cheers!

Team M&M

Melissa Smith & Maria Chilcote



The Training Clinic

We're all on this journey together!

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