

TIPS TO TRAINING: ***Putting together an effective training presentation***

Now that you're ready to begin training your staff, its time to think about what you need to conduct a successful training...without feeling overwhelmed! Many new trainers try to do too much at one time. One of the best ways to avoid this common trap is to plan ahead of time – brainstorm (ideally with a training partner) what the overall purpose of the training is and what main topics you plan to cover.

The following is a list of critical points you should cover as you begin planning your training presentation.

- **Identify the purpose of this training and why it is important.** Think about why this training is occurring. What do you intend to train? Be clear about the goal of this training and the intended outcomes.
- **Know your audience.** Who is it that you will be training? Why do they need to attend this training? How will you identify their training needs? How will you get to know your audience prior to the training?
- **Develop the major points of your training presentation.** What are the 3-5 major topics you want to cover during your training? Try not to cover more than 5 major topic areas – otherwise it may be too much (both for the trainer and the participants).
- **Outline the talking points for each major topic you plan to cover.**
- **Determine what materials will be needed for the presentation.** Identify what visual (Power Point, handouts) and written materials you'll need to support and explain your major topic areas. All materials should be clear and concise. What materials/activities will you use in your training to address the auditory learner? The visual learner? The kinesthetic learner?
- **Evaluate your training.** Have a plan on how you will obtain feedback from training participants in order to improve your training. Discuss with your training partner(s) how you will provide feedback to one another in a strengths-based manner.
- **Plan your training follow-up.** On-going training and coaching is crucial for the transfer of knowledge. Think up various ways you can follow-up with training participants after the initial training presentation.

Training Planning Guide

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5	Determine what materials will be needed for the presentation	
6	Evaluate your training	
7	Plan your training follow-up	