



Do you want to continuously Improve as a **TRAINER?**

HERE ARE SOME TRAINING TIPS THAT I'VE LEARNED THROUGH TRIAL & ERROR

PRE-TRAINING EVENT TIPS: **TO HELP YOU GET READY**

- Know what's driving the need: why is this training program being offered? Are you responding to a specific situation, are you emphasizing organizational values, are you preparing people for a coming opportunity? Whatever it is, talk with the department heads to understand why they want their people in your training.
- Build executive support: senior leaders set the tone, for good and for bad. Get senior leadership's support for training. Have them sponsor a session where they come and welcome the class and relate the topic to their own career. Give executives coaching on how to they can reinforce the behavior you want to see after the workshop.
- Don't rest on your heels: Maybe you've led that communication skills workshop or leadership styles assessment program dozens of times. Don't let that be an excuse to get lazy. Can you make your slides better? Are there fresher examples you could include? Is there a different way to draw out participation? We can always grow stronger as trainers, but only if we don't rest on our heels.
- Prepare real world examples: If you're using case studies or role plays, they have got to be relevant to the people in the room. Make them specific to the organization or better yet to the department level. Your students will best learn how to apply the ideas if they see themselves reflected in your examples.

DURING THE TRAINING EVENT TIPS: **TO MAKE IT RUN SMOOTHLY**

- Meeting protocol: It's such a small thing, but I find some groups really hate being told meeting "rules". Whether it's a group of senior leaders, seasoned managers, or independent minded people, "rules" often grate. Swapping in the word "protocol" gets the job done without the aggravation. A small thing, but it really helps me.
- Find out why they are there: I'm sure you set learning objectives and share those with the people in your workshop. But do you take the time to ask them what they want to learn? I've started to do this recently, and it's had a big impact. It keys me into their expectations and gives me a great list of conversation starters if the room gets too quiet.
- Interrupt interesting conversations: I really think we want to leave them wanting a bit more. This means you might have to bring a discussion to a close so that you can move to another topic. Remind them to start these conversations back up during breaks and after the workshop. Plus, this tip helps you stay on schedule.
- Connect to their heart: In my Courageous Leadership workshops, I like to have my attendees talk about real people they know, either personally or professionally, who they think are courageous. The examples people share are amazing! It creates such a shift in the room where we connect the ideas we've been discussing with the reality of their lives. It's the point where the theory in our heads can intersect the truth in our hearts. I find it opens people up to the ideas, builds connections between the people in the room, and paves the way for awesome discussion.