

VOL. 1

ISSUE NO. 9
AUGUST 2017

nta

NTA News

No.1
For all your
Training needs

Tips for Trainers - Part 1

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Tips for Trainers - Part 1

If you haven't been abseiling for a year or two, you will find some of your expertise has declined.

The same can be said of training. For example, let's say you were seconded to a research project for 12 months and now you are returning to your normal job as a training facilitator.

Here are some tips to get you back into the groove.

1. What turns your audience on? Research their age, education levels, gender, and adapt your presentation accordingly.

2. Are you a bit rusty on the subject matter? Read some recent material on the topic to upgrade your knowledge.

3. What stories will hook your audience? Are they current and believable?

4. Socialise with them before the presentation ... it settles the audience nerves, as well as your own.

5. What's the goal of your training? Adapt your presentation to suit.

6. What will your audience take away from the training? Think about observers sheets, checklists, practical models, and challenges you can embed into the material which the participants will use later.

7. How competent are you in using the presentation equipment. Don't assume someone in the audience will be able to fix that projector or lap top when it breaks down.

8. It's now a fact ... attention spans are shortening. Ensure you embed some practical activities, a video, a group or pairs discussion, an experiential activity etc into your presentation every 20 minutes.

9. Think about your personal physical presentation?

Don't wear distracting jewellery; be careful about colourful clothing (if you get feedback that it doesn't look professional then don't wear it).

(We heard the story of an assertiveness workshop, where the trainer mistakenly wore different coloured shoes and didn't notice the mistake until the last 5 minutes of his workshop. But the participants did. After the course they sent a "delegation" in to ask "Did you do it deliberately?" You can guess what he said.)



WATCH THE NEXT EDITION OF NTA NEWS FOR MORE TIPS!

Tweeted "Hooks" for your Presentations

How do you start a conference presentation or course with something that “hooks” your audience in the first few minutes?

Here are some examples of tweeted statements on the topic of change which you can put on a PowerPoint, slide or a colourful FlipChart. They are guaranteed to make your audience sit up and listen:

Change Management Presentation

These tweets are a great lead in to explore the pace and examples of technological change:

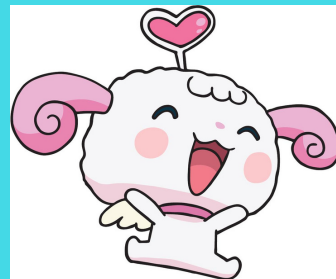
@englishjason – My daughter just asked why we say “hang up” the phone ... and now I feel 90!

@mamaspohr – I was just watching “I Love Lucy” and my 5 year old was like, “Mum, what’s wrong with the TV, all the colour is missing?”

@liv_thatsme: I don't like how far I have to scroll down when I enter my birth year online.

@sarcasticmommy4 – I’m glad I pay \$200 a month for cable so my kids can leave the TV on in the background while on their iPads!

@puzzlingPostDad – Note to self: “You’re as difficult as a Tamagotchi” is not a thing a 2016 five year old understands!”



@aveuaskew: People fear what they don't understand:

Change

Death

4th grade math problems

HAVE ANY FAVOURITE TWEETS THAT COULD BE USED AT THE BEGINNING OF A COURSE OR CONFERENCE PRESENTATION TO HOOK AN AUDIENCE?

SHARE THEM WITH US NOW AT Q4@bipond.com

Stimulating Questions for Colleagues

Every now and then it's good to put aside your normal team meeting Agenda, and have the team address an issue which might stimulate discussion, and more productive working relationships.

Here are some discussion activities which might be useful to explore at your next team meeting.

You can copy the questions onto a card or present them via PowerPoint or a flip chart.

Pick one which suits your situation now:

Change activity

Think of your first job.

What was it like? What equipment did you have? What sort of jobs did the people around you do?

How does it compare to your job now?

Predict what your job might look like in 2025?

Encourage them to start preparing for the jobs of the future by doing relevant training, becoming more skilled in areas of weakness, and improving their ability to "sell" their worth to future bosses.

Leadership activity

Have participants draw their first leadership activity on an A4 sheet eg. a football or netball team leader, a patrol leader in the girl guides or scouts, a class chairperson etc.

Ask them to describe it, what they did, what they learned etc.

Encourage them to consider what they learned as a child and apply it to leading adults today.



Team Activity

Have the team discuss what's holding them back now from being a more productive team?

Be prepared to act immediately on any suggestions for improving the situation.

For example, we worked with a team of road builders. They complained that when they had a flat tyre on the roads construction vehicle, it had to be taken to the mechanics workshop back at base and fixed.

However, their vehicle was then placed in a queue and as a result was off the road for 24 hours.

On hearing this "roadblock" the Manger decided that in future the mechanics workshop would give their vehicles first priority.

About

norman turkington and associates



norman turkington and associates is a management training consultancy specialising in helping clients with leadership, change management, team development, handling difficult people, and other soft skills training.

We also offer related services such as one on one corporate coaching, mediation and workplace investigations.

Contact us now for a free quote to facilitate a customised training intervention in your organisation.



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