

Running Training Sessions

The most important thing about running a training session is preparation. This covers a wide variety of different aspects of the session that need to be taken in to consideration. A few of the main points to think about when preparing for a training session are:

Content

- The entire session should be tailored to the target audience. Both the content and the style of the session should be appropriate for the people who attend. The size of the group will also affect what methods you use in the session.
- Choosing the topic. Ideally this should be done by asking the target audience what topics they would like.
- Structure and logical order. The session should be arranged so that it is logical and makes sense. Applying a theme and an order will make the session easier to follow for the participants. Splitting the session up in to small sections will also make it easier for those receiving training to concentrate and follow the training delivered.
- Practice! Especially the timing of the session. You should practice anywhere possible, to your girlfriend/boyfriend, housemate, dog, cat, teddy bear, wall etc.

Materials and equipment

- PowerPoint can be useful in a session
- Pens and paper may be required if you want people to write something down
- All materials and equipment should be arranged well in advance. This is something that is easily overlooked, but is very important.

The room

- Getting to the room a few minutes early is essential to arrange the room in the way you would like it.
- Moving a few tables and chairs to make a bit more space and create a nicer atmosphere will very much improve the atmosphere and experience of the people who come along to the session.
- If you are using PowerPoint it is really important to check there is a data projector in the room.

Yourself

- Wear dark, simple clothing. This will take the participants' focus away from yourself and on to the content of the session.
- You must get there early to make sure everything is ready and set up before the participants arrive.
- It is useful to think about your attitude and how you act during the session, such as how much humour you will use. This will vary from person to person.

There are many ways of making training sessions more interactive. The aims of interactive sessions are to make them more:

- Interesting
 - people will be motivated to be in the session and enjoy it more
 - as a consequence, work will become more effective
- Empowering
 - everyone in the group feels like they have some control over the group
 - quality of the work will improve as participants feel their contribution is valued
 - effort will improve as the feeling of empowerment increases
- Involving
 - the outcome of the session will reflect views and experiences from the whole group
 - interactive methods of working break down cultural and other barriers as people work together

- as people get more involved, they feel more comfortable in the environment of the training session