

Structure and context:

- How do you start your training: (game, ground rules, goals)

- *Ice-breaking game to help everybody get relaxed and confident. (could also be a story or a joke)*
- *Present program, topic and yourself.*
- *Present the goals for the session especially if it's a knowledge-based session.*
- *Ask for the expectations of the participants.*

- How do you make the participants “get the point” (pinpoint, stories, repeat)

- *Examples from “real life”*
- *Experiences from the participants. Then summarise what they've said, adding anything they've missed out. (The motivation conversation!!)*
- *A golden rule is to have a short anecdote on the 3 main points in the session, this makes people remember*
- *Permitting them to practice what they learned, and to raise new questions (INVOLVING!!)*
- *Systematically presentation (eg. pinpoints)*
- *Repeating!!! (people just get 5% of what you tell them, but if you repeat the chance they remember will increase)*

- How do you end the training: (summery, positive end, last statment)

- *Take-home messages*
- *General evaluation - how much did the participants learn*
 - *how did they feel about the training*
 - *what would they change to make it better next time*
 - *how capable do the participants feel to face real life.*
- *Summarise main points.*
- *Questions.*

Your own role in the presentation:

How do you use

- Words

- *Short and Simple words*
- *Speak without manuscript, so you can improvise and interact.*
- *Native English speakers have to be very aware of people with another first language.*

- Voice

- *Clear, slow, make breaks, emphasize, loud*
- *Remember!!! Look at the participants' faces. (If they look sleepy, it is time to speak louder; if they do not react, then, it is time for a game, a break or to give them more participation).*

- Clothes

- *Casual, comfortable, darkish clothes*

- **Remember the targetgroup of your session. If you want them to see you as a part of the group or make a relationship between you and the topic, don't dress too different from the participants (For example: if you are going to talk about money making as enterprise, maybe it is not a good idea to look like common medical students do; but, if you are going to talk about fundraising for medical students, then, it is better if you look like the participants do.**

- Bodylanguage

- **Support the things said with a secure body stand.**
- **Remember it is also very important for the trainer to get information from the participants' body language. Use the audience to decide your own rate of movement.**
- **Don't destacte people with reepetative**

- Irony & humor

- **Irony and humour is something that is very hard to use when you are dealing with an intercultural group of people. The reason is that humour and irony is a very cultural thing and almost every culture has its own humour. So always know your group before using humor as a tool.**
- **A joke at the beginning (which everybody needs to understand) can break the ice**

- Emotions

- **Depends a lot on the training topic, and is very effective. For eg. if you are planning a training on human rights: to have everybody crying about all the violations to their human rights in their childhood, in the first half hour, is a nasty but effective way to make them learn. If you want to have a training on leadership, maybe you would make them experiment the feel of pride and success.**

Just to tell a funny thing about the role of the trainer:

The 3 most important thing in oral communication

- | | |
|---|------|
| - The personality of the speaker – body language | 50 % |
| - What the speaker actually says – the meaning of the words | 10 % |
| - How the speaker says the words – the tone and stress | 40 % |

More professional presentation:

How do you remember the session? (any trick that you use)

- **Hold the presentation/session in front of peers (idealy people with own training experince)**
- **Notes**
- **Write it out in bullet points first.**
- **Sections from previously training sessions you have runned**
- **Powerpoint presentations can be helpfull but remember to keep it short and simple**

Bad things you might do in your session (movements, funny sounds, to boring)

- **Funny involuntary sounds.**
- **Be carefull not to have to much in your session. (New traingers tend to simply want to transfer every single thing they know about the topic on to the participants.)**
- **Make the session according to the participants knowledge.**
- **Forget the importance of making the participants understand the importance of the topic, or how is it related to the participants' problems**
- **Remember to speak clear and loud!!!**