



# Effective Training

Many adults pay attention for 10-15 minutes and retain just 20% of what they hear. Engaging them will increase their learning.

## Ways to engage your group

Reduce lecturing and mix your approach. Use a combination of methods (changing about every 10 minutes). You might:

1. **Mix media.** Lecture, write on a board or flipchart, use PowerPoint or show a Video
2. **Question the group and give (individual or group) exercises.** (See more below). Questions, exercises and activities encourage discussion and physical movement and provide you with feedback on the groups understanding.



**Outdoor activities provide variation and engage your group**

Questions, exercises and activities encourage discussion and physical movement and provide you with feedback on the groups understanding.

## Individual and group activity options

**Group assignments.** Have participants work in groups of 4-8 members and then present (if more than 8, individuals participate less).

**Summarize previous day's activities.** Start each day with participants leading a brief discussion of the previous day's activities - e.g., topics covered, lessons learned, etc.. Set a strict time limit (e.g., 5 or 10 minutes).

**Team competition.** Design activities that evaluate performance on a team basis - e.g., Teams discuss before answering as a team. An option is to score and keep track of performance - e.g., have a tally sheet on the wall. Give small prizes afterwards. Keep teams the same or change (e.g., each week).

Try to give at least one prize or award to every team.

**Introduce speakers.** Have participants briefly introduce speakers (e.g., name, job title, topic to be presented, relevant experience).

**Training facilities.** Rotate teams responsible for training facilities and equipment.

**Class summary.** Have a team or participant lead a short discussion and analysis at the end of each session. What was the activity's aim? What was done? What was learned?

**Group dynamics.** Have a team or team member lead a "group" exercise (e.g., lateral thinking, team building, etc.). Note: This may take extra effort if the team member(s) need some training.

**Always make sure proposed activities are culturally appropriate.**

## Other Tips to be Effective

**Be clear.** For each class, provide clear learning objectives.

**Breaks.** Take regular breaks to allow people to stay fresh.

**Relevance.** Ensure your content is relevant to the needs and interests of your group.

**Tell a story** Teaching is really about storytelling. Think of your content this way. Does it tell a story? If not, structure the content into smaller bits that are linked together in a logical flow.

**Visibility.** Ensure learners can see any visuals. Ensure text is readable from the back of the room.

**Establish rapport.** Comfortable people learn more. Use participants name, have fun and never embarrass or criticize anyone.

**Be a good conversationalist.** Look your participants in the eye and talk with them, not at them. Look at body language. Are they engaged? Move (a little) as you present.

**Media.** PowerPoint – Mix media. More slides are not necessarily better. (See other fact sheets for suggestions on preparing PowerPoint presentations.)

**Reflect.** Self-evaluate at the end of each class to improve your next lesson. Determine what went well or what could be improved.

**For more information visit:** International Programs: [jp.ucdavis.edu](http://jp.ucdavis.edu)

Prepared by MA Bell, and P Marcotte 2013 (based on work with A Atkinson)

Copyright © UC Regents Davis campus, 2013. All Rights Reserved.