



TITLE

10 Effective Trainers' Techniques

The objective of any training is to deliver effective results so that participants can be more effective after the training and be motivated to make changes and see improvements. The needs to be effective in any training skills are now becoming more competitive and challenging for most trainers and want-to-be trainers. In order to attain a superior training performance with high demand, it must come from trainer's skills & techniques that combine an understanding on how people can learn best with processes that can accelerate learning retention and application.

One of the most crucial trainer techniques is by self-reflection effect of how well the current training ability within its own capability is being developed, improved and refined overtime. This requires taking a good and hard look at their training approach by comparing their training styles with other effective trainers and must continuously make improvements to enable them to be a professional trainer.

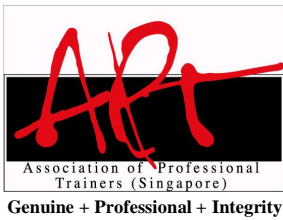
Here I outline 10 effective trainer techniques for self-reflection by development, improvement and refinement that can keep trainers to be effective in their training approach.

Technique 1: Training should be designed for a purpose and needs to meet expectations by participants, from understanding of theory to practical application so that when they learnt, they can apply it effectively at their workplace.

Technique 2: Training should be designed in such a way that is clear, easy to understand, novel and informative and most importantly, easy to apply. Recommended approaches for use are case studies, role play or test for understanding exercises.

Technique 3: Training presentation should be pace on a systematic and consecutive manner that flow smoothly from theory knowledge to practical application. Most importantly, the overall training presentation should be in sequence and be current with the training materials and programs.

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Professional Trainer's Article By Danny Ker

- Technique 4:** Training delivery should use creative ideas that relate to individual job concerns, including self development with examples and illustrations. Preferably to include success stories or real life situations.
- Technique 5:** Effective training requires you to respond to questions from participants in a diplomatic, professional manner and answer directly to the point using illustrated visual manner and by not beating around the bush in verbal articulation to confuse the answer.
- Technique 6:** Training should always stick to important topics and do not deal so much on side issues, but always summarize ideas by using the 4W1H method (i.e. What, Why, Who, When and How).
- Technique 7:** Trainer should be careful on the language used during presentation and be mindful at all times. Personal comments on matters such as race, religion, sex, verbal attack on individuals, admitting mistakes, inappropriate humor, poor pronunciation and answering questions as "Sorry I don't know!" should be avoided.
- Technique 8:** Trainer should be aware of their vocal presentation, grammatical articulation and body language such as gestures, position in room, eye contact, dress code for audience, too much "er" and "ar" during vocal presentation, bad habits, room scanning, appearing disorganized...etc. Avoid argument and debates on defensiveness manner.
- Technique 9:** Trainer during presentation should be in control of the group, be highly motivated by maximizing the involvement of all participants with effective management of difficult participants thereby increase the self esteem of participants and increase each participant's retention of skills and knowledge in the learning process.
- Technique 10:** Trainer should always be prepared in anticipation of "what-comes-next" readiness such as to bring out the content to life by making the training relevant, effective listening by keeping an active radar wavelength, be flexible and be spontaneous to circumstances, show empathy and compassion to participants, always ask questions with positive reinforcement to create an energetic environment to encourage learning and most importantly to get everyone involved.

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