

12

# Steps for Successful Training

Follow these 12 steps to build a solid foundation for running an efficient training session.

Learn how to effectively convey the necessary information to your audience and communicate your sessions goals.

#1



## Outline what you're going to cover.

Introduce your session with a brief overview of the training subject's main points.

#2



## Present the information.

In the main portion of the session, explain key points, go over policies, demonstrate procedures, and relate any other information trainees need to know.

#3



## Repeat what you told them.

Conclude with a summary of your opening overview. Use repetition to help trainees grasp and retain information.

#4



## Always explain what trainees are going to see before you show a multimedia portion.

This practice creates a better learning environment by guiding trainees to know what to look for and what to remember. Explaining the purpose of the multimedia ensures an effective reception for its information.

#5



## Use as much hands-on training as possible.

The most effective training uses all the senses to affect learning. Demonstrate and apply teaching points to create greater understanding and knowledge of the subject.

#6



## Test frequently.

Tests are most effective when students know they will be quizzed, because they'll pay close attention to the material. Testing is an objective way to determine whether training achieved its goals.

#7



## Involve trainees.

Always structure interaction time into all of your sessions. Your audience will get more out of their training session by hearing about others experiences with the subject. For example, ask participants to share their experiences with the topic. Hearing different voices also keep sessions varied and interesting.

#8



## Repeat questions before answering them.

This practice ensures that all participants know what the question is so they can make sense of the answer.

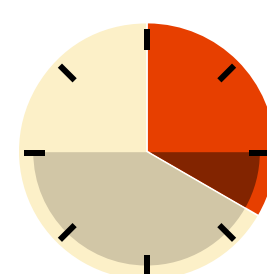
#9



## Analyze the session as you go.

Always be on the lookout for what works best. When you discover a new technique or method that clicks with the group, note it on your training materials so it can be incorporated into the training outline to be used in future sessions.

#10



## Keep the session on track.

Start on time and finish on time. Don't hold up class waiting for late arrivers. Run the class according to the schedule and don't get too far off course. Opening up discussion among participants may lead to some pertinent tangents, but don't let side issues take over. Ask if there's enough interest to pursue a separate session on that topic, but get this class back to the lesson plan.

#11



## Put yourself in their shoes—or seats.

Give frequent breaks, especially for half-day or all-day sessions.

#12

Feedback

## Solicit feedback on the training session.

Critiques work best when they are written and anonymous, unless a trainee volunteers to discuss his or her thoughts in person. Trainee input is vital for making the next session—and the overall training program—more effective.

## Conclusion

Using these 12 steps will help you run an effective training session that accomplishes your goals in an enjoyable and engaging way for everyone involved.

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