

# Training skills 1



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## Learning objectives

By the end of the session participants shall be able to:

- Explain good practice of presenting and facilitating during training delivery.
- Demonstrate good practice of presenting and facilitating during training delivery.
- Demonstrate good participatory training and communication skills.

# Topics include:

- Presenting
- Facilitating
- Energizers
- Participatory training methods
- Aspects of group activities.

# Presenting

- One-way
- Provides information
- Corrects misinformation
- Assumes what is presented is not known
- Treats all participants equally.

# Facilitating

Facilitating makes it easier for participants to:

- see the connection between theoretical concepts and real life challenges or tasks
- reflect on their own experience
- connect this with new information.

# Good practice for presenting

- Vary the pace and tone of speech.
- Be aware of your position in the room.
- Ask questions and encourage contributions from the group.

# Good practice for presenting

- Follow the instructions in the session plan.
- Know and watch your audience - are they listening, interested, awake?
- Break for a few minutes if necessary or insert a short energizer.

# Using Powerpoint

- Use slides as a prompt.
- Make the point clearly using as few words as possible.
- Make sure the font size can be read easily.
- Allow time for participants to absorb the content.



# Using Powerpoint

- Match slides to what you are saying.
- Avoid reading from screen with your back to the audience.
- Avoid blocking the beam.

# Good practice for facilitating

- Understand the purpose of the activity.
- Give people time and space to think for themselves.
- Ask rather than tell.
- Give clear instructions.
- Check on learning and be sensitive to diversity of learners.

# Energizers

- Can be run as part of the training:
  - Ask participants to move to a different area
  - Move the session to a different space (e.g. outside)
  - Ask questions.
- Can be run as separate activities:
  - Usually a 2-3 minute fun activity to get people to stretch in some way.
  - Sing a song.

# Participatory training methods

- Discussions
- Activities
- Case studies
- Using pictures or films
- Role plays
- Brainstorming
- Demonstrations
- Field visits.

# Group activities allow:

- Trainers to find out what participants already know.
- Those with more knowledge and expertise to share it.
- Participants to gain confidence.
- Shy or more junior participants to participate more fully.

# Factors in dividing groups

- Time: more groups – more time for feedback.
- Involvement: the smaller the group the greater the participation of everyone.
- Purpose of activity: will it work better to have people together from the same organization or different organizations?
- How to divide: use interesting fun methods such as dividing by birthday months or initial of first name.

# Activity

## Challenging behaviour

- Choose a card.
- How would you deal with the challenging behaviour described?

# Activity

## Communication skills

- Read and discuss the key points of your topic in your Participant Manual.
- Prepare a five minute presentation to explain the key communication points.
- Use a variety of presentation styles to convey the information, such as presentation, role play, demonstration.





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Inclusive Development**