

Train the Trainer Award

MQF Level 5

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Introduction



Activity #1

ICE BREAKER

Learning Objectives



- 1 Recognize the importance of using ice breakers.
- 2 Recognize the importance of using energisers.
- 3 How to start strongly and create powerful endings.
- 4 Understand the importance of using two-way communication and eliciting information.
- 5 Using online tools to engage your audience.

Delivering a Training Session



Your Delivery Matters More than your Content

Studies suggest that effective presentations are 38% your voice, 55% non-verbal communication, and only 7% your content. That means that you should spend even more time preparing your delivery than you do developing awesome content.

Talk less to Engage your Audience More

Research suggests that if a presenter does all the talking without giving the audience an opportunity to participate, then audience engagement drops by 14%.

Adjust to your Surroundings



- 1 It's always best to allow yourself plenty of time to settle in before your talk. Extra time ensures you won't be late and gives you plenty of time to get adapted to your presentation space.
- 2 The more adjusted to your environment you are, the more comfortable you'll feel.
- 3 Make sure to spend some in the room where you will be delivering your presentation.
- 4 If possible, practice with the microphone and lighting, make sure you understand the seating and be aware of any distractions potentially posed by the venue (e.g., a noisy road outside).



Meet and Greet

- 1 Do your best to chat with people before your presentation.
- 2 Talking with audiences makes you seem more likeable and approachable.
- 3 Ask event attendees questions and take in their responses.
- 4 They may even give you some inspiration to weave into your talk.



Ice Breakers

- 1 Start with building connection before content.
- 2 Encourages participants to engage with one another.
- 3 Keep it short and simple – ice breakers are not meant to be complicated.
- 4 Ice breakers should not take more than 15 mins for a 2 hour session.



Start Strongly

- 1 The beginning of the presentation is crucial.
- 2 You need to grab your audience's attention and hold it.
- 3 Introduce yourself but don't waste a lot of time explaining who you are.
- 4 You can start by telling a story, using related statistics, an attention grabbing image, an inspirational quote etc.



Use Quotes



- 1 Quotes are a wonderful and easy way to stimulate emotions and feelings, and of course quotes can be used to illustrate and emphasise just about any point or concept you can imagine.
- 2 Research and collect good quotations and include them in your notes.
- 3 Memorise one or two if you can because this makes the delivery seem more powerful.
- 4 See the funny quotations and inspirational quotes webpages for ideas and examples.
- 5 Always credit the source of quotes you use.



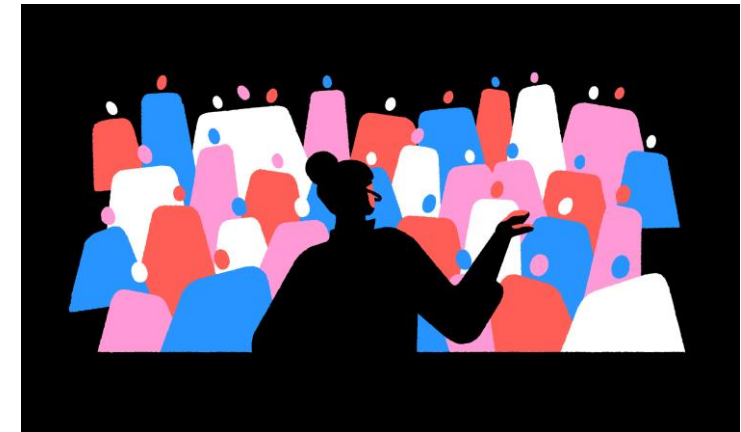
Break up the Content



- ✓ Break up the content so that no single item takes longer than a few minutes
- ✓ Between each item try to inject something amusing, amazing, remarkable or spicy - a picture, a quote, a bit of audience interaction - anything to break it up and keep people attentive.
- ✓ Staying too long on the same subject in the same mode of delivery will send people into a trance-like state, when they are not properly listening, watching or concentrating on the presentation - often called the MEGO state (My Eyes Glaze Over).
- ✓ So break it up, and inject diversions and variety - in terms of content and media (the different ways you can communicate to people or engage their interest).
- ✓ Using a variety of media and movement will maintain maximum interest.

Use your Audience

- ✓ Take the pressure off yourself by not speaking all the time.
- ✓ Apart from taking the pressure of yourself, you will be engaging with the audience and making the training session more interactive.
- ✓ Get the audience doing things, and make use of all the communications senses available.
- ✓ Do this whilst ensuring to keep firm control of the timings.



Use your Audience



- ✓ Here are examples of fun, humour, interest, participation and diversion that you can use to bring your presentation to life, and keep your audience attentive and enjoying themselves.
- ✓ Some people in the presentation field refer to these presentational elements as 'spice'.
- ✓ Like the spice of a meal, spice in a presentation gives it a lift - stimulates the senses, and adds texture and richness.
- ✓ Here are examples of the many sorts of 'spice' elements you can add to a presentation:

MENTIMETER

Can you mention some examples of these “spice” elements?

Use your Audience

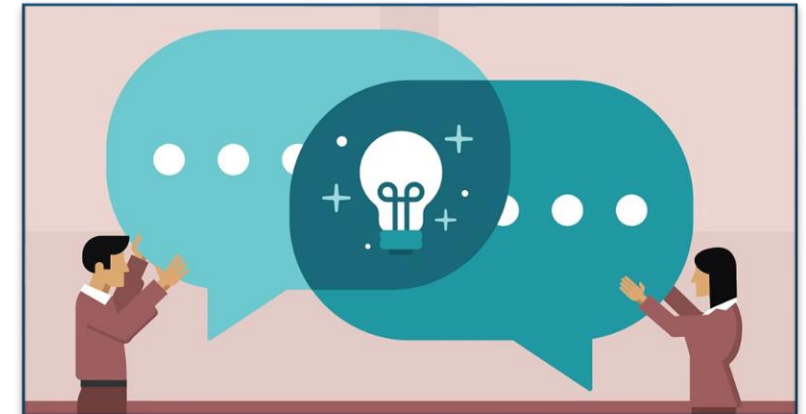
- ✓ Stories
- ✓ Questions and 'hands-up' feedback
- ✓ Pictures, cartoons and video-clips
- ✓ Diagrams
- ✓ Video-clips and sound-clips
- ✓ Surveys and statistics
- ✓ Straw polls (a series of hands-up votes/reactions)
- ✓ Inviting a volunteer to take the stage with you (for a carefully planned reason)
- ✓ Audience participation exercises
- ✓ Asking the audience to do something physical (clapping, deep breathing, blinking, finger-snapping, shouting, and other more inventive ideas)
- ✓ Asking the audience to engage with each other (for example introductions to person in next chair)
- ✓ Funny quotations (be careful not to offend anyone)

Use your Audience

- ✓ Inspirational quotations
- ✓ Acronyms
- ✓ Props, samples, physical objects
- ✓ Examples and case-study references
- ✓ Fables and analogies
- ✓ Body language, and the changing tone and pitch of your voice.
- ✓ Prizes, awards and recognising people/achievements
- ✓ Book recommendations
- ✓ Fascinating facts (research is easy these days about virtually any subject)
- ✓ Statistics (which dramatically improve audience 'buy-in' if you're trying to persuade)
- ✓ Games and exercises and icebreakers

Two-Way Communication

- 1 Ongoing two-way communication between trainees and the trainer.
- 2 Allowing discussion with trainees to help them keep actively engaged in the content of the lecture.
- 3 Trainee's questions demonstrate the level of understanding about the content of lecture.
- 4 Trainer's questions stimulate thinking about key learning points.
- 5 Use of whiteboard whilst eliciting information.



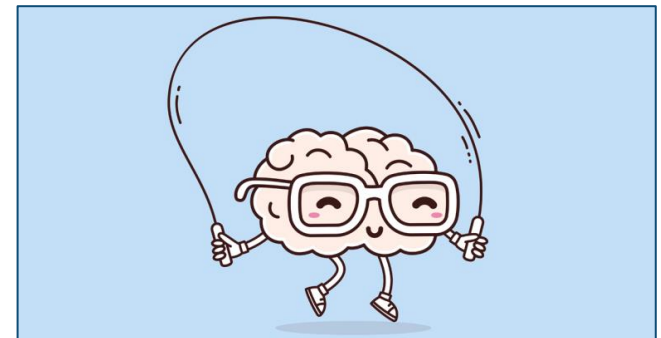
Eliciting Information

- 1 Use of Mentimeter to initiate discussion.
- 2 A profile for the trainer is created on www.mentimeter.com
- 3 A question is set up by the trainer and a code is generated.
- 4 Trainees then visit www.menti.com, enter code and answer question.
- 5 Answers are displayed live on the trainer's screen.



Give Constant Breaks

- 1 Give constant breaks throughout the whole session.
- 2 A 15 minute break every 1.5 hours is recommended.
- 3 For training sessions via video conferencing, more frequent breaks might be necessary.
- 4 For full day training sessions, give a longer lunch break (around 30 – 45 mins) towards mid-day for the participants to have lunch.
- 5 Advise your participants about the estimate break times at the beginning of the training session.



Don't Cover too much material



- 1 Yes, your presentations should be full of useful, insightful, and actionable information, but that doesn't mean you should try to condense a vast and complex topic if it is a short training session.
- 2 Knowing what to include, and what to leave out, is crucial to the success of a good presentation.
- 3 If it feels too off-topic, or is only marginally relevant to your main points, leave it out.
- 4 You can always use the excess material in another training session.

Timing



- ✓ Time yourself carefully.
- ✓ You don't want to go over your time frame and get cut off, or wear on the patience of your audience.
- ✓ Time your rehearsals, especially those you give in front of others, to see that you are staying within the time you have.
- ✓ Give yourself extra time if you plan to take questions, or if you anticipate lots of digressions.



Create a Powerful Ending

- 1 Make sure it is obvious you are ending.
- 2 Consider ending a speech with a call to action – an instruction you might give your audience.
- 3 You could end the presentation with a powerful quote, a video or an entertaining story.
- 4 Thank your audience at the end as this makes them feel valued.



In a nutshell...



Questions?



That's all Folks!