

Everything You Ever Wanted to Know About How to Make Your Training Presentation Better -
But Were Afraid to Ask!

Introduction: This checklist template tool will help you build better training presentations by helping you think about how to incorporate each of these steps into your lessons. It will help you make your training event even better!

We have added each of these steps into a checklist.

- The first column lists each of the nine steps.
- The second column provides points to remember (insight and tips) to help you as you think about how to add each of these steps to your training lesson plan.
- Document your lesson plan in the third column.

TYPE THE TITLE OF YOUR COURSE HERE: _____

Nine Steps to Training Effectiveness	Points to Remember (Insight and tips to help you incorporate these steps)	Lesson Plan—Preceptor Notes What Would You Do?
1. Gain the learners' attention.	Write a few notes in the right hand column (in your own words) that you would like to say to draw people in to get them ready and motivated to listen to this lesson.	•
2. Review the learner objectives.	The objectives should include measurable action verbs. At the end of the lesson, you should provide some form of evaluation to see if the class has met these objectives.	At the end of this lesson, you will be able to: •

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3. Provide a link to previous knowledge or experience and its importance to their learning.	Recall the important things that they've learned from their earlier training which they need to remember to learn this new information.	
4. Present the content.	This is where you teach them, but lectures should be relatively short and interspersed with activities and exercises.	•
5. Help them focus.	You can include: <ul style="list-style-type: none"> • Graphics • Visuals • Training aids • Check lists • Study guides • Mnemonics • Lessons learned • Puzzles or case studies 	•

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6. Allow time for one or more activities to clarify and reinforce the previous material.	<p>Ideas for activities:</p> <ul style="list-style-type: none"> • Demonstrations • Role play • Exercises • Learning game • Case studies • Scenarios • Video clips • Discussions (communications with other students, instructors, and / or peers). • For scenarios or case studies: Read the scenario to them. Add photos for a visual impact. Show a slide show or ‘video clip.’ Print it and hand out. 	•
7. Provide feedback to the learners on how they did during the activity.	<p>Provide lots of feedback.</p> <p>It can be honest and direct, but it must always be positive.</p>	•

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<p>8. Assess the learners' knowledge or performance.</p>	<p>Ask questions to see if the surveyors have met the objectives (listed in #2) for this lesson.</p> <p>This may include:</p> <ul style="list-style-type: none"> • A fun, short game, or show of hands • A quiz or “big exam” • Individual or group assignments • Checklists • On-the-job assignments 	<ul style="list-style-type: none"> •
<p>9. Summarize the previous material to reinforce the learning.</p> <p>Take a few minutes to discuss how surveyors might apply this to their jobs.</p> <p>Encourage sharing of experiences.</p>	<p>You could provide a “Surveyor Tips” sheet and review that for this lesson. Then, get feedback from the group about how to apply this new content from this lesson to their job. Examples and ideas of things that you could say (in your own words):</p>	<ul style="list-style-type: none"> •