

Summary Step 9

This document elaborates on Step 9 of the nine steps to effective training—summary.

Step 9: Summarize the previous material to reinforce the learning.

Having completed either a formal or informal evaluation of the training in the previous step, it is time to use that information to recap the most important points, emphasizing areas where there may have been confusion or lack of understanding. A good summary includes returning to the course objectives, condensing the critical or missed points, and asking for questions.