

# 20 Tips For Training Others

Here are 20 of the tips that we use when training others to train:

1. Always use a simple frame-up that sets tight rules for the training
2. Acknowledge participants and draw out their benefits for the training (not yours)
3. Get participant buy-in to rules and benefits
4. Seek to influence with integrity
5. Walk your talk
6. If you do not know something ... say so
7. Care about participants and show it
8. Ask plenty of questions
9. Listen, watch and get a feel for where your audience are at - constantly
10. Draw out participants experience - collectively the group knows more than you
11. Honour participants' experience of the activity - do not tell them what they felt
12. Paint pictures, use metaphors and war stories and keep them short and relevant
13. Be a coach, guide and facilitator rather than a preacher or teacher
14. Accept that participants will see the world differently - honour their model of the world
15. Appeal to all learning styles whenever possible
16. Handle hot issues - avoid them at your peril
17. Be cautious with humour - it is easy to offend
18. Involve the whole group at all times
19. Be yourself - be open
20. Create learning linkages back to the workplace / real life (participants do not always do this for themselves)