

PTP Consulting, Inc.'s Top Ten Training Traits

1

TREATS PARTICIPANTS WITH RESPECT

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- ▶ Keep your opinions (and politics) to yourself
- ▶ The only one you can make fun of is yourself
- ▶ Multicultural – be careful
- ▶ No yelling, NO SWEARING at all
- ▶ You are not that important

2

PROFESSIONAL IN APPEARANCE AND MANNERISM; ETHICAL

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- ▶ How is your energy and enthusiasm
- ▶ They can “dress down”... not the instructor!
- ▶ Look presentable – No wild outfits that distract
- ▶ ETHICS
- ▶ DO NOT STEAL artwork, photos

3

WORKS WITHIN HIS OR HER PERSONALITY

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- ▶ Not funny? Don't tell jokes
- ▶ Don't fake your lack of knowledge
- ▶ Don't try to sound smarter than you are
- ▶ Be kind, Be yourself
- ▶ Do not stand behind classroom – be in front – EYE CONTACT

4

CREATES AN INVITING LEARNING ATMOSPHERE

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- ▶ Lighting, Temperature
- ▶ Writing pad; Markers that work
- ▶ Breaks
- ▶ Food and beverages
- ▶ Cell phones off

5

CURRENT OF THE SUBJECT! PREPARED!

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- ▶ Read history of the topic, Read the regulation
- ▶ Find relevant articles
- ▶ Update your statistics
- ▶ Find appropriate video and illustrations
- ▶ Practice!!!!!!

Top Ten Training Traits (continued)

6

STATES THE OBJECTIVE UP FRONT

- ☐ ▶ State it first to participants
- ☐ ▶ Keep it simple
- ☐ ▶ Stick with it – don't vary
- ☐ ▶ Know the Objective ***BEFORE*** you train
- ☐ ▶ Comment – is your objective understood?

7

ORGANIZED PRESENTATION

- ☐ Design your PowerPoint – don't decorate! Just a tool
- ☐ Logical order
- ☐ Simple and clean – Not wordy
- ☐ DO not read it –Do not turn your back to the audience
- ☐ Remove slides not using

8

TELLS A GOOD (RELEVANT) STORY

- ☐ ▶ Must be relevant to the training
- ☐ ▶ Keep it short
- ☐ ▶ Don't know of any? Find some
- ☐ ▶ Warning – don't steal an antidote & pretend it happened to you
- ☐ ▶ Do no harm

9

VARIES THE INSTRUCTIONAL TECHNIQUES

- ☐ ▶ Don't just lecture
- ☐ ▶ Group discussion or group exercises
- ☐ ▶ Table top workshops
- ☐ ▶ Take a field trip or Demonstrations
- ☐ ▶ Use props

10

FOLLOWS THE GOLDEN TRAINING RULE ... THE THREE 'S'

- ☐ ▶ Be a people watcher, not a clock watcher.
- ☐ ▶ Was time allotment reasonable?
- ☐ ▶ Sometimes ... the less you say the more you say!
- ☐ ▶ Leave time for questions
- ☐ ▶ Listening is just as important!