



The VWHC Women's Health Information Centre
presents

Train - the - Trainers Workshop

Teaching the basics of how to facilitate
effective and dynamic workshops!

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AGENDA

- ☞ Introduction - who are your trainers today?
- ☞ Icebreaker - get to know your neighbour!
- ☞ Goals and Objectives - why are we here?
- ☞ Preparing Yourself - what to do *before* the workshop
- ☞ Style and Presentation Tips - how to send the message
- ☞ Teaching Materials - visual aids, notes and others
- ☞ Do's and Don'ts - things to keep in mind
- ☞ Closing - what have you learned?

Prepare Yourself

What should you do BEFORE the workshop even begins?

☞ Know your audience

Find out the following :

- What is the level of knowledge of the participants?
- What do the participants want to learn?
- How many people will be there?
- What are their learning styles - interactive? solitary?

☞ Topic

Throughout your planning process, keep in mind the following :

- Goals and objectives of the workshop
- How much information do you want to share? Details?
- In what order do you want to present the material?

☞ Self - Education

Learn as much as you can about your topic and know the following :

- Where more information is available
- Fill in the gaps of *your* knowledge - be careful about being an expert in one specific area
- While researching, keep the objectives in mind - don't go off on a tangent in any one area

☞ Length of Workshop

The length of the workshop will determine the following :

- How much detail about the topic can you introduce?
- What is the balance between lecture and interactive styles?
- Schedule a 10 minute break *at least* every 1.5 hours!

☞ Facility

Find out as much as you can about the facility including :

- Location and room number (get a map if you are uncertain!)
- Will the room be available 45 minutes before the workshop?
- Contact person at the facility and their phone number
- AV Equipment available (overheads, flipcharts, whiteboards, etc)
- Washrooms? Kitchen?

☞ Style

What type of style will you use to get the message across?

(See page 5)

☞ Educational Material

How do you use educational materials effectively?

(See page 9)

Style of Facilitation

☞ One-way

☞ Two-way

☞ Independent

TYPE	EXAMPLES	ADVANTAGES	DISADVANTAGES
One-Way	Lecture Demonstration Panel Discussion	<ul style="list-style-type: none"> ☞ Present info in a shorter period of time ☞ More control over the session ☞ Easier to plan 	<ul style="list-style-type: none"> ☞ People may lose interest quickly ☞ Very little or no feedback ☞ Spotlight is always on presenter
Two-Way	Coaching Discussion groups Question and answer Case study Role-playing Structured experiences	<ul style="list-style-type: none"> ☞ Can focus on the needs of group ☞ Involved participants ☞ Takes spotlight off the facilitator ☞ Group can practice new skills 	<ul style="list-style-type: none"> ☞ Less control ☞ May deliver a different session than planned ☞ Dependant on willingness of group to participate
Independent	Directed readings Directed observations Directed research Interviews Films/videos Computer exercises Workbooks	<ul style="list-style-type: none"> ☞ Participant sets own schedule ☞ Participant is able to focus on own learning needs ☞ No distractions for participant ☞ Trainer has less time commitment during session 	<ul style="list-style-type: none"> ☞ No group interaction ☞ Possibility of misinterpretation of materials or directions ☞ No set schedule or routine for participants

Suggestions to Make your Presentation OUTSTANDING!

∞ One-Way Facilitation

- No more than 20 minutes a time
- Don't tell people things they already know (use 2-way facilitation to review knowledge)
- Use visual aids and props
- Use CREATIVITY!

∞ Two-Way Facilitation

- Plan discussion by preparing a open-ended questions
- Plan activities by making notes to yourself including the exact instructions you will give to the participants
- Stay on track by posting the task and bringing people back if necessary
- Circulate among the working groups to provide help and monitor status
- Set ground rules
- Don't take too much time for each exercise

∞ Independent Facilitation

- Provide complete directions to participant and explain what you expect
- Give out reading material in small chunks so it is not overwhelming
- Point out some things of interest for the participant
- Give worksheets of self-instruction questions to help learn and stay motivated
- Follow-up after assignment

How to Chose the Facilitation Style

Depends on :

Audience	Facility
Topic	Preparation time
Length of workshop	Your own comfort level

∞ TIP : Alternate the different learning styles to get the most information across while you keep the participant's interest!

Presentation Tips

Prepare the participants to open up to learning

- ✧ Ice-breakers, introductions
- ✧ Remember the names of the participants and use them! (Consider nametags).
- ✧ Identify any barriers to learning and deal with them
- ✧ Make sure participants are comfortable and know what to expect
- ✧ Announce that you will break after an activity (rather than at a time)

Examples that participants can relate to

- ✧ Use dramatic examples
- ✧ Use recent/current examples
- ✧ Use statistics sparingly

Give reasons

- ✧ Why do you think the topic has value?

Quotations

- ✧ Use if you are comfortable with them

Humour

- ✧ Can loosen people up!
- ✧ Use only if you are comfortable
- ✧ Be respectful of the participants

How to Present Yourself

- ☞ Be enthusiastic about the material
- ☞ Be supportive and positive
- ☞ Be empathetic
- ☞ Be energetic
- ☞ Be credible
- ☞ Be a role model
- ☞ Be human

Do's and Don'ts for Facilitators

☺ Do ☺	☹ Don't ☹
<ul style="list-style-type: none"> ◇ Get others to tell their stories ◇ Leave time to prepare before workshop ◇ Be confident ◇ Keep control of discussions ◇ Dress comfortably and appropriately ◇ Give credit to comments of participants. ◇ If discussion is off-topic, say, "That is a good point. Perhaps we can discuss it at the break" ◇ Refer to your notes for guidance 	<ul style="list-style-type: none"> ◇ Don't Get carried away with own stories! ◇ Don't Be late! ◇ Don't Apologize! ◇ Don't Let discussions get out of hand with excited participants ◇ Don't dress to impress ◇ Don't get wrapped-up in your own message and forget to listen to your participants ◇ Don't ignore a comment, even if you consider them off-track ◇ Don't Read notes or overheads to participants

Educational Materials

Overheads

- ⇨ Use font size 30 to 72
- ⇨ Try 6 lines of 6 words
- ⇨ Make points, not whole sentences or paragraphs
- ⇨ Do not add “nice-to-know” information
- ⇨ Vary color, style and size of font (**but don't get carried away!**)
- ⇨ Computer-generated or hand-written? (know your audience!)
- ⇨ Try cartoons! But make sure they are applicable to the topic
- ⇨ Try 'landscape' (sideways) instead of 'portrait' (up and down) alignment

Handouts

- ⇨ You can put more information on handouts
- ⇨ Will the handouts be used for the participants to follow along and make notes? If so, leave space (and don't forget extra pens/pencils)
- ⇨ Are the handouts just for extra information? If so, consider waiting until the end to hand them out - it can be distracting.
- ⇨ Add diagrams, graphs and charts when possible. Many people are visual learners.

Flipcharts

- ⇨ Great for group brain-storming - facilitator or participants write down ideas
- ⇨ Can use instead of overheads if needed
- ⇨ Posting the agenda and objectives of the workshop
- ⇨ Great for group work
- ⇨ Posting around the room brightens up a room and allows for quick reference
- ⇨ Make sure you have a few pens (maybe different colors!)
- ⇨ Write large enough so those in the back can see!

White Boards and Chalk Boards

- ⇨ Good for group work
- ⇨ Can be used for creative facilitation
- ⇨ Check that you are using the right markers on white boards!!
- ⇨ Make sure you have an erasure (remember your teacher with the chalk or ink all over his/her clothes?)

Overhead Projectors

- ⇨ Make sure you are early to check all AV equipment. Have an extra bulb for overheads
- ⇨ Focus your overhead projector BEFORE participants arrive
- ⇨ Make sure the projector fills the screen. Check from various spots in the room to make sure the words are large enough
- ⇨ Make a space for your notes
- ⇨ Walk away from the overhead projector so you don't block the view