The Accidental Trainer
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Ensure the Success of your Next Training Project in 10 Easy Steps
what is training?
lay the foundations
step 1: define clear objectives
Clear learning objectives

• Statements that articulate the knowledge, skills, & abilities that learners may demonstrate upon completion of training
• Small in focus
• Often measurable
By the end of this seminar...

- You will be prepared to lead training
By the end of this seminar...

• You will be able to describe what training is
• You will recognize the importance of planning ahead
• You will be prepared to incorporate variety into training
step 2: prioritize objectives
Stay focused on the key point

• It can get extremely hot in Grand Canyon – bring water
  • How much?
  • Can I just bring a water bottle – where can I find water along the way?
  • Do I need anything to treat drinking water?
• What about food?
• Do I need to bring a camp stove?
• Is there a supply store near the trail head?
Stay focused on the key point

• It can get extremely hot in Grand Canyon – bring water
The key points = your primary objectives

• Rule of 3
• You can touch upon secondary points in your follow-up:
  • Emails
  • Handouts
  • Training sessions
  • Check-in meetings
  • Work reviews
step 3: timing is (almost) everything
Directions

• Your password must be at least 8 characters
• It must contain:
  • One letter
  • One number
  • At least one symbol character
• The symbol cannot be in the first or last position
• You cannot use the same letter or number twice in a row
• Your previous 10 passwords cannot be reused
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Keep this as a reference. You’ll need it in August
step 4: plan ahead
<table>
<thead>
<tr>
<th>Year Planner</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
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<tbody>
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Notes: This table is a layout for a year planner, showing monthly calendars from August through November.
Planning a demonstration

• Write down each step
• Follow the “recipe”
• Undo it
• Let them try
step 5: watch your language
step 6: involve others
step 7: add variety
Vary your delivery

• Demonstration
• eLearning
• self-guided study
• reading
• Case studies + discussion
• Post-mortem
• Hands-on practice
• “Flip” the training
step 8: anticipate change
:(

Your PC ran into a problem and needs to restart. We're just collecting some error info, and then we'll restart for you. (0% complete)

If you'd like to know more, you can search online later for this error: HAL_INITIALIZATION_FAILED
step 9: repetition is key
the key is repetition
step 10: let them take the lead
Recap

1. Define clear objectives
2. Prioritize your objectives
3. Timing is (almost) everything
4. Plan ahead
5. Watch your language
6. Involve others
7. Add variety
8. Anticipate change
9. Build in repetition
10. Let them take the lead
Feedback