

Tips & Tactics

Training news you can use

Brought to you by the
VOLT Academy

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Welcome to the new Tips & Tactics newsletter: The VOLT Academy is proud to introduce the new Tips & Tactics newsletter for volunteer trainers and facilitators. The VOLT Academy's mission is to "Ensure that ASME volunteers have the training needed to assume leadership positions of ever-increasing responsibility in the Society and that the skills gained from such leadership positions, in turn, enhance their professional careers." The inspiration for this newsletter came from this mission statement. In order for volunteers to be successful there is a constant need for development including additional learning and training, much of which is provided by you – our volunteer trainers and facilitators. This newsletter is meant to be a resource for all of our volunteer trainers and facilitators, and will hopefully provide you with helpful tips and tactics on training and facilitation.

Four Easy Steps to Powerful PowerPoint Presentations

PowerPoint is a tool widely used by educators, people in business, trainers and learners to convey ideas by creating presentations, presenting information, etc. Trainers using this tool should be mindful of four helpful tips:

- Keep PowerPoint Slide Concise
- Use the Notes Feature
- Repeat Key Points Three Times and in Three Ways
- Provide Supplement Handouts

For more information go to http://designing-training-tools.suite101.com/article.cfm/designing_training_presentations

Teaching Tips - Adult Learners

Unlike traditional classroom age students, adult learners require a trainer, facilitator, or professor, to acknowledge and embrace different

approaches to teaching this specific group.

Here are a few tips for teaching adult learners:

- Relationship Building – begin to build trust by introducing yourself to the class and share information on your background. Then encourage students to introduce and share information with each other.
- Life experience – remember that adult learners are self directed and bring knowledge and unique life experiences to the classroom.
- Relevance –strive to make sure that the class material is relevant to participants in the workshop or seminar.
- Ultimate Goal – it is important that you describe the goal and the steps that will be used to accomplish it to the participants.
- Learning Styles –recognize that participants have different learning styles and a variety training methods should be used.
- Patience and Understanding – show a capacity for patience and understanding to participants.



For more information on these tips go to <http://www.helium.com/items/1336588-adult-learning-tips>

Website of the MONTH

ASTD (<http://www.astd.org>) The American Society of Training and Development is world's largest association dedicated to training and development field. This site has a wealth of information for anyone interested in training and facilitation.

Monthly Series: Six Characteristics of Adult Learners

Each month we will include information on the six characteristics of adult learning pioneered by Malcolm Knowles, Ph.D. **Part I – Adults are autonomous and self-directed:** They need to be free to direct themselves. Their teachers must actively involve adult participants in the learning process and serve as facilitators for them. Specifically, they must get participants' perspectives about what topics to cover and let them work on projects that reflect their interests. They should allow the participants to assume responsibility for presentations and group leadership. They have to be sure to act as facilitators, guiding participants to their own knowledge rather than supplying them with facts. Finally, they must show participants how the course/workshop will help them reach their goals.

Relaxing Before the Presentation

If you've ever given a presentation you know how it feels to be nervous. You might even know the feeling of panic. It is said even the most experienced trainer/facilitator has feelings of nervousness before making a presentation. Here are a few tips to minimize your nerves and help you get ready for your next presentation.

1. Warm up your body first
 - Jog in place
 - Raise your arms over your head and inhale
 - Hold your breath
2. Take care of your voice
 - Drink lots of water
 - Warm up your jaw
 - Exercise your voice
3. Soothe your mind and soul
 - Focus on your audience
 - Make eye contact
 - Be prepared

For more information go to <http://www.selfgrowth.com/articles/Veer2.html>

NEXT ISSUE: *Interactive PowerPoint Presentations (Think Audacity)*