

Fundamentals of Effective Training



Conducive Learning Environments

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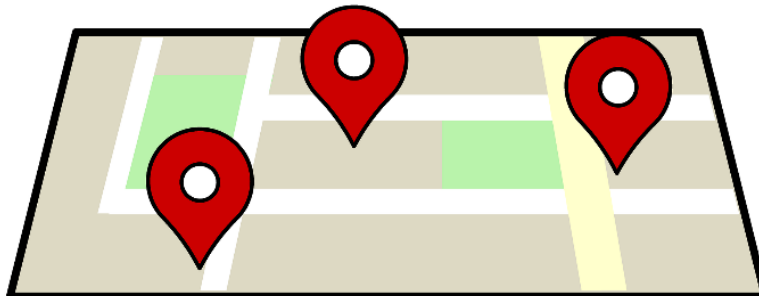
Physical Environment for Face to Face Training

Training Outcome

Participants will select a training room set-up that takes into consideration adult learner characteristics and supports the intended training outcomes.

Roadmap

- Evaluate potential training locations
- Observe various training room arrangements
- Review a checklist for selecting and evaluating training sites/rooms





Physical Environment for Face to Face Training

Selecting a Training Location

Potential Training Locations	Benefits	Challenges/Problems
Community Colleges/Schools		
Hotels		
Child Care Centers		
Libraries		
Meeting Halls/Community Centers		
Places of Worship		

Physical Environment for Face to Face Training

TRAINING ROOM CHECKLIST

Checklist for Selecting a Training Facility & Training Room

Name of Training Facility: _____

Point of Contact: _____ Position: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Cost	Is there a fee for using this facility?	___Yes ___No
	If yes, how much? \$_____	
	Is there a cleaning deposit?	___Yes ___No
	If yes, how much \$_____	
	Is there an additional fee for:	
	Use of equipment \$_____	___Yes ___No
	Water setup \$_____	___Yes ___No
	Refreshments \$_____	___Yes ___No
Ease of Access	Is the location easy to find/get to?	___Yes ___No
	Is it close to the majority of the participants?	___Yes ___No
	Is a map available to send to participants?	___Yes ___No
	Is a layout of the facility available?	___Yes ___No
Accessibility	Is the facility and restrooms, etc. accessible to individuals with disabilities?	___Yes ___No
Parking	Is there safe, well-lit parking nearby?	___Yes ___No
	Is there a fee for parking?	___Yes ___No
	If yes, how much? \$_____	
Public Transportation	Is the facility easily accessible to public transportation?	___Yes ___No

Physical Environment for Face to Face Training

Food	<p>Are there places to eat nearby?</p> <p>Are there vending machines in the facility?</p> <p>Are food and drinks allowed in this facility?</p> <p>Does the facility have the ability to prepare snacks and/or meals?</p> <p>Does the facility allow trainers to bring in food and drinks?</p>	<p>___Yes ___No</p> <p>___Yes ___No</p> <p>___Yes ___No</p> <p>___Yes ___No</p> <p>___Yes ___No</p>
Additional Space	<p>Is extra space available for breakout groups?</p> <p>Describe:</p>	<p>___Yes ___No</p>
Smoking	<p>Does the facility have a smoking policy? Describe:</p>	<p>___Yes ___No</p>
Opening and Closing	<p>Will facility staff be responsible for opening and closing the facility?</p> <p>If not, does someone need to pick up a key before the training?</p> <p>Will trainer be able to get into room early to set up?</p> <p>When?</p> <p>What time must you leave the facility? _____</p>	<p>___Yes ___No</p> <p>___Yes ___No</p> <p>___Yes ___No</p>
Room Size and Layout	<p>What is the size of the room? _____</p> <p>Which statement best describes the room:</p> <p>___The room is square.</p> <p>___The room is rectangular.</p> <p>___The room is long and narrow.</p> <p>___The room is divided by columns, walls, or inserts.</p> <p>How many will the layout I checked, comfortably hold, allowing for training space and plenty of</p>	

Physical Environment for Face to Face Training

	<p>space for participants to move around: (Also you must follow the number approved by fire marshal.)</p> <p>___ Classroom style will hold _____</p> <p>___ Banquet style will hold _____</p> <p>___ Conference style will hold _____</p> <p>___ U-shape will hold _____</p> <p>___ Circle of chairs will hold _____</p> <p>___ Theater style will hold _____</p> <p>___ Herringbone will hold _____</p> <p>Will audio-visual equipment decrease this space significantly? ___ Yes ___ No</p> <p>Who is responsible for room setup: Facility or Trainer?</p>	
<p>Furniture</p>	<p>Are adult-sized tables and chairs available? ___ Yes ___ No</p> <p>Do chairs have padding? ___ Yes ___ No</p> <p>Is the furniture stationary? ___ Yes ___ No</p> <p>What types of tables are available?</p> <p>_____ 8 foot round tables</p> <p>_____ 10 foot round tables</p> <p>_____ rectangular tables</p> <p>_____ narrow rectangular tables</p> <p>_____ other – Describe:</p>	
<p>Equipment</p>	<p>Is there an additional fee for use of equipment? ___ Yes ___ No</p> <p>Equipment: Cost:</p> <p>LCD projector.....\$_____</p> <p>Computer.....\$_____</p>	<p>Available</p> <p>___ Yes ___ No</p>

Physical Environment for Face to Face Training

	Presenter Remote-Control.....\$_____	__Yes __No
	Screen from ceiling..... \$_____	__Yes __No
	Portable floor screen.....\$_____	__Yes __No
	Solid back chart stand..... \$_____/stand	__Yes __No
	A-frame chart stands..... \$_____/stand	__Yes __No
	Flip chart paper pad.....\$_____/pad	__Yes __No
	Microphone & sound system...\$_____	__Yes __No
	TV (size_____)......\$_____	__Yes __No
	Will tech help be available on sight?	__Yes __No
	Contact:_____	__Yes __No
	Cell #_____	__Yes__No
Registration Area	Is there an area outside the training room that can be used for registration? Describe:	__Yes __No
Restrooms	Are restrooms located near the training room?	__Yes __No
Noise	Will there be activity nearby that is noisy/distracting? (e.g., another meeting in room next door, a band playing in hotel near the training room, etc.)? Describe:	__Yes __No
Interruptions	Are interruptions likely (e.g., facility staff go in and out of training room to obtain supplies, etc.)? Describe:	__Yes __No
Room Temperature	Can trainer adjust the temperature from within the room?	__Yes __No
Visibility	Can materials be hung on walls in areas that are visible to participants?	__Yes __No

Physical Environment for Face to Face Training

	<p>Are there any room features that may obstruct participant visibility (e.g., columns)?</p> <p>Describe:</p>	<p>___Yes ___No</p>
Lighting	<p>Is the room well-lit?</p> <p>Can room be darkened easily (e.g., lights dimmed, drapes/blinds on windows)?</p>	<p>___Yes ___No</p> <p>___Yes ___No</p>
Outlets	<p>Are there sufficient electrical outlets? Where are they located?</p>	<p>___Yes ___No</p>
Technology	<p>Is there access to a land line in case of an emergency if cell signal is weak or non-existent?</p> <p>Is there internet connection for presentations (e.g., website demonstration)</p> <p>Is free WiFi available?</p>	<p>___Yes ___No</p> <p>___Yes ___No</p> <p>___Yes ___No</p>
Water	<p>Is a sink located in the training room?</p> <p>Is a sink located near the training room?</p>	<p>___Yes ___No</p> <p>___Yes ___No</p>
Miscellaneous	<p>Are there large trash cans inside the training room?</p> <p>Who is responsible for cleaning up?</p> <p>Who is responsible for putting furniture back?</p>	<p>___Yes ___No</p>

Directions to Facility:



Physical Environment for Face to Face Training

Room Arrangement

When considering a potential training space and room set-up, the first inclination could be to think something along the lines of, "If I set up this room theater style, the room can probably hold 30 participants." This is **NOT** the path to follow in determining whether a space will be useful for a particular training. You will want to plan from the other direction with the end results in mind. First consider everything that will take place during the training, decide the set-up you will need to accomplish your goals, figure the floor space needed and then compare your results to the space of a particular site.

Active learning requires 30-35 square feet per participant.

Some things to consider:

Will participants need tables for writing or following handouts, etc.?

Will there be group activities?

Are you providing refreshments?

For instance, if you serve breakfast items it can be very difficult for participants to juggle a bagel and hot coffee on their laps in a theater style set-up with no tables.

Does the facility have round or long rectangular tables?

Some venues have both available and will let you choose which would work best for your training. Round tables are more conducive for activities and discussions, but be sure to leave a space where there are no seats so that no participant must have their back to the speaker.

Can participants with visual problems sit closely enough to see the speaker and visual aids?

Consider for example that if you choose to use an auditorium, the first row of seats may be far from the stage and seats are usually anchored to the floor. Participants would not be able to move seats closer to the front if needed.

Is facility handicap accessible?

Be sure that entrances, restrooms, training room, and other amenities are handicap accessible if you are aware that someone in the training will need this. This kind of information can be included in your pre-training needs assessment.



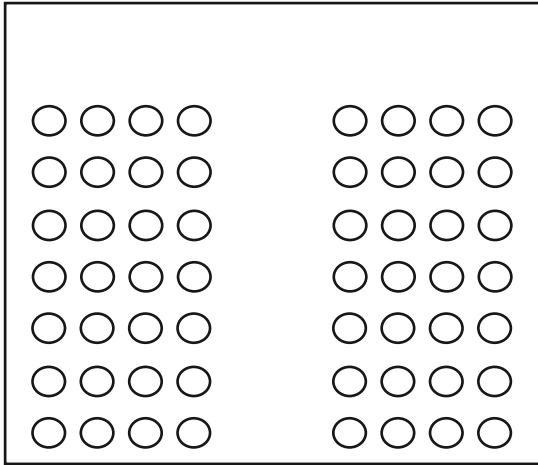
Physical Environment for Face to Face Training

What type of parking is available?

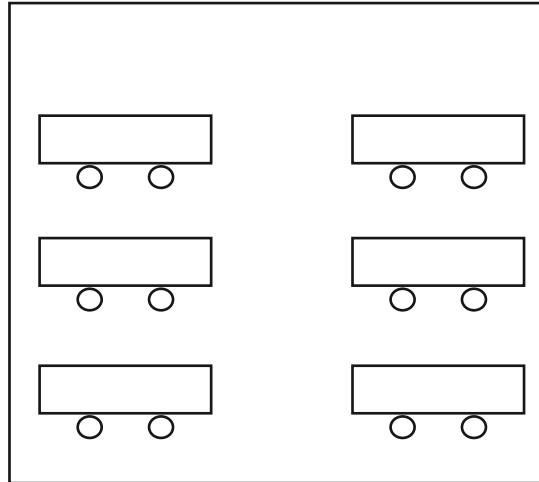
Where will participants be able to park? Is parking free or is there a charge? Is the site easy to get to by car or is it on a bus line? Are there restaurants close by where participants can get in and get out in the time allotted for lunch or will they bring a brown bag and have a short lunch break or working lunch.

(Remember to refer to the *Training Room Checklist* for a comprehensive reminder of points to consider when selecting a training venue.)

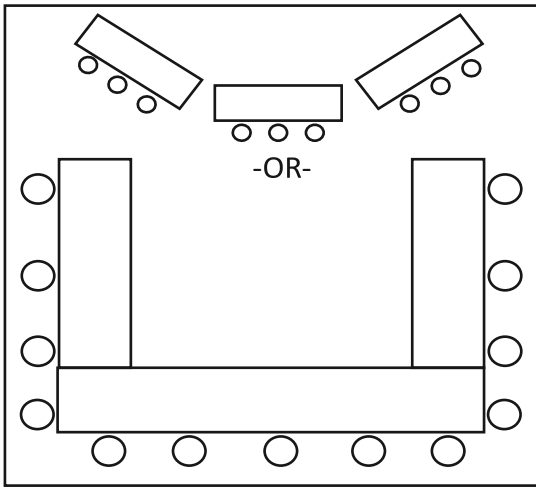
SIX COMMON ROOM SET-UPS



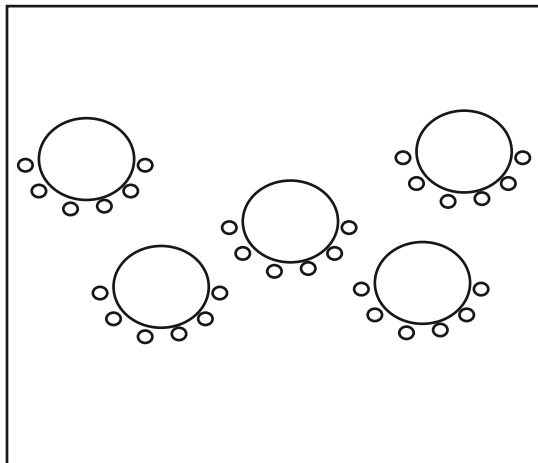
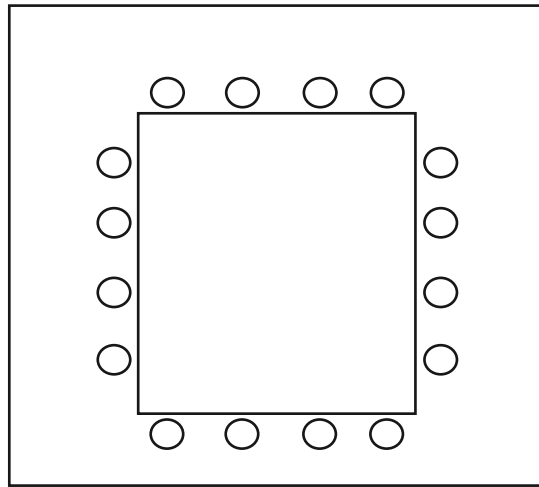
Theater



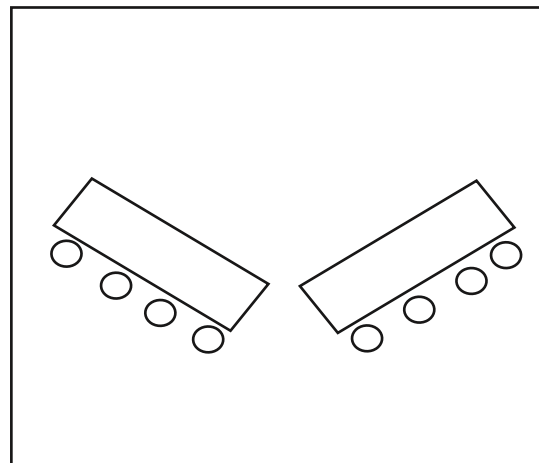
Classroom



U-Shape



**Conference
Banquet**



Herringbone



Physical Environment for Face to Face Training

Description of Set-up Styles

Pictured

Theater set-up is very formal with everyone facing in one direction focused on the speaker.

Classroom style has participants sit at tables that are placed in rows. This provides a place to write but participants at the back tables may not be able to see around others in front of them or may not feel as connected to the presentation.

U-Shape should only have participants sitting along the outside of the tables so as not to block the vision of those at the end. The open part of the U allows participants to see the speaker and visual aids. Participants on the two sides may have to crane their necks to look around others in their own row of chairs to see a screen or chart posted on the wall. A better variation of the U-shape is a modified U that places the tables in more of a half circle design.

Conference design has everyone sitting around a large table as if they were in a business meeting. This provides a table for writing, but no apparent opening for visual aids. Some would need to turn around in their seats to see a screen, etc.

Banquet Our preferred setup is the banquet design. Participants are seated at round tables leaving an empty space in the front part of each table so that no one must sit with their back to the speaker. Notice in our graph on the previous page that the tables are scattered in such a way that participants should all be able to see and tables are not isolated in the back of the room.

Herringbone is a modified V shape with chairs on the outside only. The facilitator and equipment can face the tables providing good eye contact among everyone.

Not Pictured

Semi-circle participants sit in a partial circle that has an opening for the speaker to stand and present visual aids.

Circle setting works for a very informal situation where everyone is focused inward much like a conference design, but there is no table for writing or opening for any visual aids. If visual aids were used, some people would have to turn completely around to view them. While a circle might work well for small group work such as discussions, most of the time, it is not chosen as the general design for the full group of participants at a training.



Physical Environment for Face to Face Training

Arranging a “Learning Room” for Adults

Visit the facility before making a decision, or if that is not possible, ask if you can see a floor plan before selecting a room.

Points to remember:

- Choose the room that has the most solid walls and the fewest adjacent meetings in order to minimize noise and distractions.
- Consider whether or not you'll be able to put things on the walls.
- When possible, avoid rooms that are square or very narrow. Instead, select rooms that are slightly rectangular to insure the best line of sight for all participants. If the room is too wide, participants on the perimeter may be out of your line of sight. If the room is too narrow, participants at the rear of the room are too far away.

Consider how the room set-up you choose will influence:

- Visibility
- Ability to hear
- Formality vs. informality of session
- Level of participants' involvement
- Relationship of trainer to participants
- Group dynamics

Plan for temperature control by:

- Reminding participants to bring a sweater or jacket with them (e.g., put this in the training confirmation letter)
- Finding out if the room's temperature control is inside the training room
- Allowing participants to adjust temperature control themselves
- Providing hot tea and coffee on cold days, refreshing cool drinks on warm days
- Using energizers to warm everyone up
- Having a few throws on hand
- Identifying the hot and cold spots in the room (e.g., under vents) and encouraging participants to choose seats accordingly

[1] Draves (1995)

[2] Pike (1994)

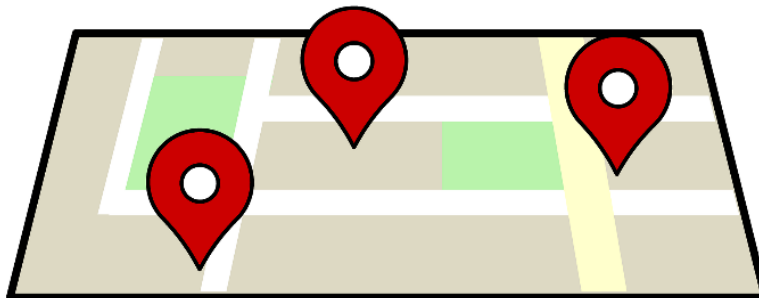
Effective Strategies for Successful Trainers

Training Outcome

Participants will describe and share specific resources and strategies for the organizational components of training that have been successful in past training sessions.

Roadmap

- Discussion of organizational strategies
- Explore additional resources for trainers





Effective Strategies for Successful Trainers

Ultimately, every trainer will make decisions about room arrangements and organizational strategies that they find work best for them. Listed below, for your convenience, are some things that you might want to consider including in your collection of training items.

Directional Signs- (Laminate for repeated usage)

Comfort Station Items:

- | | |
|---|---|
| <input type="checkbox"/> Throws | <input type="checkbox"/> First-Aid Kit |
| <input type="checkbox"/> Band-Aids | <input type="checkbox"/> Tissues |
| <input type="checkbox"/> Hand Sanitizer | <input type="checkbox"/> Hand Lotion |
| <input type="checkbox"/> Phone Charger | <input type="checkbox"/> Cough Drops (regular and sugar-free) |

Trainer Toolbox (Any container for carrying small items)

Table Top Boxes (Contain supplies for each table)

File Box (For handouts, etc.)

Supplies:

- | | |
|---|--|
| <input type="checkbox"/> Scotch Tape | <input type="checkbox"/> Masking Tape |
| <input type="checkbox"/> Painter's Tape | <input type="checkbox"/> Pens |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> Paper Clips |
| <input type="checkbox"/> Batteries (Assorted sizes) | <input type="checkbox"/> Markers |
| <input type="checkbox"/> Adhesive Spray | <input type="checkbox"/> Dry Erase Markers |
| <input type="checkbox"/> Post-it Notes | <input type="checkbox"/> Index Cards (Variety of sizes and colors) |

Other Items: Long Extension Cords, Chart Stands and Chart Pads, Chimes, Music Stand, Large Faced Clock, Fidgets

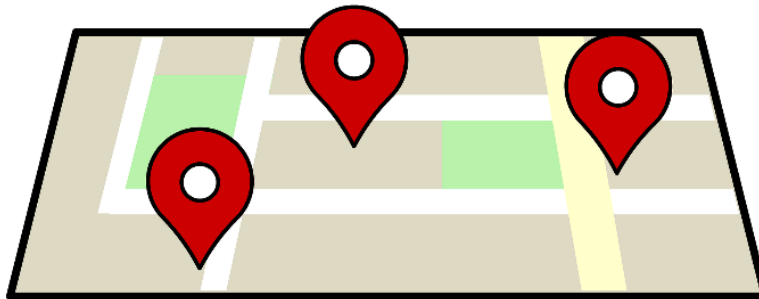
Creating a Safe Psychological Environment

Training Outcome

Participants will describe five (5) things to do before the training, during the introduction of the training, and throughout the training that create and maintain a welcoming and comfortable learning environment.

Roadmap

- Identify what trainers do to create a welcoming and comfortable psychological environment.
- Determine what a trainer does to maintain a comfortable psychological environment throughout the training





Creating a Safe Psychological Environment

Before the Training

Prepare Yourself:

Are you ready?

Is the room set up so that it works best for you and the learners?

Do you have all the materials you will need?

Is all your equipment working properly and do you have a backup plan?

Have you left any personal concerns at the door?

Have you reviewed your training plan and presentation to refresh your memory?

Is your registration table ready with ECE-TRIS sign in sheets, name tags, and special instructions?

Do you have optional activities for early birds to work on until the training begins?

Prepare Your Learners:

Communicate logistical information in advance.

Set realistic, attainable learning objectives.

Thoughtfully plan sessions to start with basics and work towards complexity.

If budget allows, provide snacks and refreshments.

Establish ground rules with the group.

Facilitate discussion and peer sharing based on the agenda.

Create a safe atmosphere where learners feel comfortable to participate.

Allow for small group interaction.

Provide alternate options for larger group activities to ease learners.

Confidentiality

Body Language

Prior Learning and Experience

Respect Participants

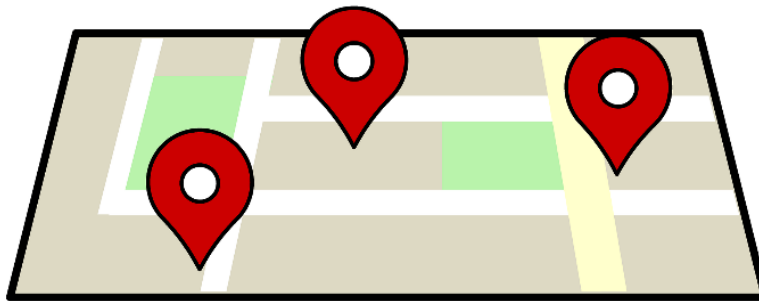
Designing Effective Online Learning Environments

Training Outcome

Participants will be able to identify 3 strategies that are safe and supportive, interactive and flexible, and engaging when designing an online course. Participants will describe how their role changes in the online learning environment.

Roadmap

- Identify what trainers do to create a welcoming and comfortable psychological environment in an online training.
- Determine how the online environment changes your role as a trainer.





Designing Effective Online Learning Environments

How can you help a participant feel safe and supported?

_____ classes occur on set schedules and time frames.

_____ participants complete their work on their own time.

How are you able to judge that the participants are learning the intended training outcomes?

How can think spots be used by participants to reflect about specific topics?

Which would be more beneficial, quizzes to check their knowledge or do you expect participants to post on discussion boards?

What would be the benefit of having participants send you photos or videos of changes in practice based on what they have learned in the course?

List 3 ways you are going to design your training so that participants enjoy engaging with the content.

- 1.
- 2.
- 3.



Designing Effective Online Learning Environments

Teaching Presence

Social Presence

Cognitive Presence

What are your thoughts on online learning? Do you like online learning?

What are the benefits when offering online learning?

What are cautions to consider when offering online learning?