

Training Methods

Training Methods?

This list contains a variety of training methods, a brief description of each, and our suggestion where it would fit into PACES. This is not meant to be a definitive list, only a helpful menu of options. Try a new technique. There are plenty to choose from!

PACES	Method	Description
PACES	Action Maze	A programmed type case study that is conducted manually. Learners choose from alternatives at decision points. A case description provides the information needed to reach the first decision point, and provides options from which to select. After a decision, the group is provided the new "frame." It explains the consequences of their actions, and contains more information.
PACES	Anecdote	Short story told to emphasize a point.
PACES	Brainstorming Structure	A method in which every member of the group must contribute in turn or pass until asked again in turn.
PACES	Breakout session	Conference sessions related to general session. Breakout sessions may be concurrent sessions but all will address the same topic or a variation of it.
PACES	Buzz Sessions	Small groups discuss an assigned topic. At the end of a specified period they report back to the whole group.
PACES	Case Studies	Presents real or fictional situations or problems for learners to analyze, discuss, and to recommend actions to be taken. Emphasis is on decision making.
PACES	Colloquy	A discussion, usually in front of an audience, between teams representing different points of view. Many times, one group consists of resource persons or experts and the other represents the audience. Resembles a panel in that all members take an active role. In some cases, the audience may participate depending on the rules established for that colloquy. Provides better audience participation than a panel.

⁹ Tong & Rathbun (1997)

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PACES	Conferences	A large meeting of individuals from different organizations for the purpose of gaining information on a specific topic of common interest.
PACES	Debate Session	A highly structured or formal presentation by several individuals or teams. Each offers a different point of view about an identified issue. Debates differ from colloquy in that each presenter speaks in turn with no direct response or discussion. The audience does not interact. It is not a form of communication or an exchange of ideas. It is a win lose form of intellectual combat.
PACES	Demonstration	A presenter shows how to perform an act, how something works, or how to use a procedure.
PACES	Dialog	A conversation between presenters in front of a large group. Dialog presenters talk extemporaneously. Learners listen, but do not take part until the dialog is completed.
PACES	Discussions	Informal exchange of ideas among members of a group.
PACES	Dramatizations	Acting out a situation to prove a point.
PACES	Evaluations	Learners analyze a situation or materials to determine appropriateness or worth.
PACES	Fishbowl	A discussion group in which a few members of the group sit in the middle of the room while the others ring their chairs around the group. The center group (the fishbowl) has a meeting or discussion and the outer group (observers) observes. After a certain time, some learners may exchange places or the discussion may be opened up for observations or questions from the observers.

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PACES	Forum	A period of open discussion by audience learners following a panel, debate, colloquy or speech. In a forum, learners interact with the presenters under the direction of a moderator.
PACES	Four Corners	An approach allowing participants to make a decision about a problem or question. Once presented with the problem or question, participants pick their response from one of four options and go to that number/corner. Once there, participants break into small groups and can discuss that topic in further detail.
PACES	Games	A rule governed learning activity.
PACES	Guest Speakers	An outside expert who presents on a special topic.
PACES	Headbanz	A game that is easy to play; question game of "What am I?" One player wears a headband with a picture and their partner has to answer questions they pose to find out if they are a person, place, or things fighting against a clock.
PACES	Ice Breaker	A climate setting activity designed specifically to facilitate people getting to know each other and to place a group at ease for instructions. Can also be used to determine attitudes toward topic.
PACES	Interactive Lecture	A presentation that encourages and facilitates communication between the instructor and learner or learners. Most interactive lectures incorporate game-like elements.
PACES	Jigsaws	A technique designed to increase learners' sense of responsibility for their learning by making each one an "expert" on one part of a topic, and then having each learner teach the part on which she/he is an "expert" to the others in his/her group.

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PACES	Learning Stations	Individual or small group stations throughout the room which contain self-directed learning activities.
PACES	Lecture	A structured oral presentation for instruction. A lecture is distinguished from a speech in that it has instructional rather than an informative or persuasive intent. Loosely, any oral presentations.
PACES	Lecturette	Any short lecture.
PACES	Modeling	A demonstration of the exact behaviors wanted in the learner. Used in behavior modeling to change behavior. Usually done with video, but can be done live.
PACES	Pair and Share Quotes	A collection of quotes that are shared with participants. These quotes can complement the content and/or give participants a chance to have meaningful reflection. Participants then partner up to discuss their quotes and what it means to them.
PACES	Panels	Small group presentation based on a purposeful discussion of an assigned topic and conducted in front of a larger group or audience. Usually a panel discussion is controlled by a moderator and there is little or no audience participation
PACES	Polling	Individuals can use an app to respond to polls in a PowerPoint in real time using their phone or computer.
PACES	Problem Solving Sessions	Small groups develop a set of proposals to solve the problem(s) outlined in a scenario. In the large group, each proposal is critically discussed as it is presented.

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PACES	Question/Answer Session	At any meeting/training the time set aside for audience questions. In formal presentations, question-answer sessions are typically scheduled at the end. Many presenters prefer to take the questions as they occur to the learner.
PACES	Reading Assignment	Written material is used to present new material to the learners.
PACES	Role Playing	An instructional technique based on learning assuming and acting out characters other than their own. Often the players are provided with scripts of background information on which to base their participation. Learners can examine previous behaviors, try out new behaviors, or experiment with behaviors that might be potentially useful. Role play is often open ended and both the players and audience process the completed performance. Players self-critique the role play with support from the facilitator.
PACES	Round Robin	A multi-question, interactive version of brainstorming. Small groups move to various brainstorming sessions and record their responses. In the end, every group has been to every session so the recorded information includes input from everyone.
PACES	Simulation	Any exercise that includes a simplified form of real life situations.
PACES	Structured Exercise	Acting out a situation to prove a point.
PACES	Team Teaching	An activity that takes all pieces of the information and brings them together in an activity that lets the learner apply new information, practice new skills, and/or simulate experiences.
PACES	Video	Showing short clips of video to help support the training aids in presentation.

Training Methods

Demonstration

Learners are shown the correct steps for completing a task.

Advantages

- Aids understanding and retention
- Gives learner a model
- Provides hands-on learning
- Stimulates interest

Cautions to Consider

- Requires special materials
- Requires set-up
- Trainer must ensure all can see and hear demonstration
- Trainer must demonstrate correctly!

The Trainer Should...

- Make sure everyone can see and hear
- Explain what he/she will be doing
- Explain each step (how and why)
- Ask questions to ascertain understanding



Method

Icebreaker

Fun, game-like activity that facilitates introductions and establishment of psychologically comfortable environment.

Advantages

- Acquaints participants and facilitates networking
- Puts participants at ease (reduce tension)
- Sets the stage and/or introduce specific topics
- Establishes a NON-THREATENING environment for discussion
- Involves participants in their own learning

Cautions to Consider

- Takes time
- May possibly create anxiety in some participants

Tips for Success...

- Prepare written instructions (handout, flip chart, PowerPoint).
- Your training purpose should guide the selection of icebreaker.

¹⁰ Tong & Rathbun (1997)

Training Methods

Lecture/Presentation

Trainer orally presents information



Method

Advantages

- Easy to prepare
- Trainer can present a lot of information in a short amount of time

Cautions to Consider

- Allows primarily one-way communication
- Cannot tell if learners understand information
- Dull, boring!
- Loses visual learners unless visual aids are used

The Trainer Should...

- Use visuals
- Involve group with questions, exercises, etc.

Round Robin

An interactive version of brainstorming

Instructions

1. Choose a group leader who will record responses on flip chart paper.
2. Begin with one person and ask for his or her response to the question written on the flip chart paper.
3. Write that response verbatim on the pad.
4. Ask a second person for an idea and write that on the pad.
5. Continue around the group until each person has given ONE response (tape additional posters on the wall as needed).
6. Do not allow discussion of ideas at this step. As group leader, do not make evaluative remarks (e.g., "That won't work because..." or "That's a good idea...")
7. You will have approximately 5-7 minutes to complete this.
8. When instructed, move to the next poster (which has a new question) and repeat this process.
9. When instructed, return to your original poster which will now have a lot of ideas from different groups. Now discuss these ideas and as a group, choose the 5 responses that you want to share with everyone.

Training Methods

Case Study

Learners are given information about a situation and directed to come to a decision or solve a problem concerning the situation.



Method

Advantages

- Improves communication skills
- Promotes open minded rather than narrow thinking
- Explores complex, real world issues
- Actively involves people in learning

Cautions to Consider

- No risk - learning environment reduces realism
- Possible resistance because there is no one right answer
- No way to test effectiveness of proposed solution

Role Play

A strategy that allows learners to enact a situation.

2 formats include:

- Prescribed roles (extension of case study): participants are given specific role descriptions
- Spontaneous: participants play "self" and try out new behaviors

Advantages

- Fun, flexible
- Actively involves learners
- Allows learner to practice behavior rather than just talk about it

Cautions to Consider

- May cause anxiety among participants
- Participants may not take it seriously

The Trainer Should...

- Identify the problem and set the stage
- Determine the roles
- Prepare observers
- Enact role play
- Discuss
- Reenact for possible alternate solutions