



Lesson 6.2 – Preparing the Training

Learning Outcomes

- Explain salient aspects of preparing the environment, the logistics, the participants and yourself.
- Describe the environment conducive to learning and meeting the objectives of the training.
- Explain the logistical elements of the training.
- Explain how to establish connection with the training participants.
- Describe the importance of practicing the delivery of the training.

Content

- Preparing the Environment
- Preparing the Logistics
- Preparing the Learners
- Preparing Yourself (as the Trainer)
- Establishing an Effective Learning Environment

Preparing for the Training

Prior to the training, the following preparations must be made:

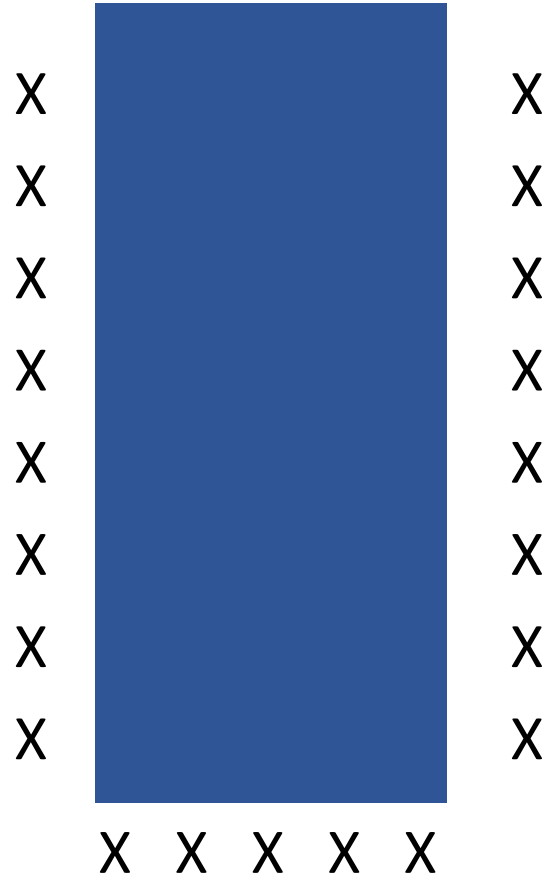
- Environment
- Logistics
- Learners
- Yourself

Preparing the Environment

- ❑ Room arrangement can have a significant impact on the training session.
- ❑ Seating should be arranged to support the learning objectives and the specific needs of your target audience.

Room Arrangements

U-shape



Room Arrangements

Square or round



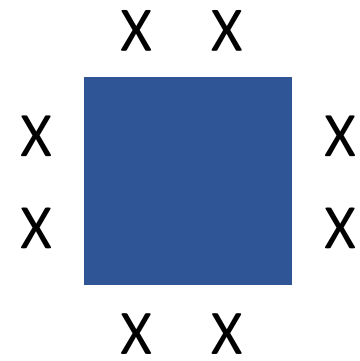
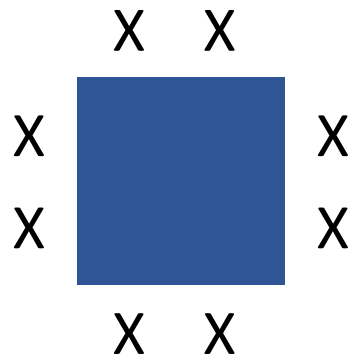
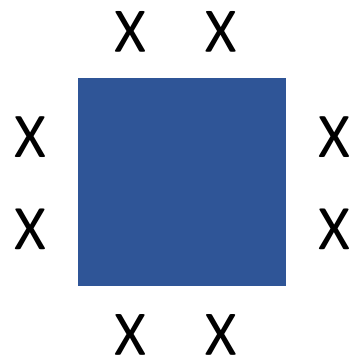
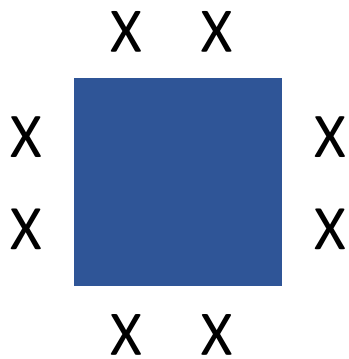
Room Arrangements

V-shape



Room Arrangements

Clusters



Room Arrangements

Classroom



X X X X X X X X X X X



X X X X X X X X X X X

Preparing the Logistics

Whenever possible, prepare logistics in advance of the start date of the training.

- Set up & test technology & equipment
- Connect with technical support (if available)
- Prepare back-up options in case of technology problems
- Familiarize yourself with building facilities

Preparing the Learners

Establish a connection with the participants prior to the training programme, e.g.:

- Survey or questionnaire
- Welcome email

Avoid assigning lengthy amounts of reading prior to the training programme.

Preparing Yourself

Practice, practice, practice!

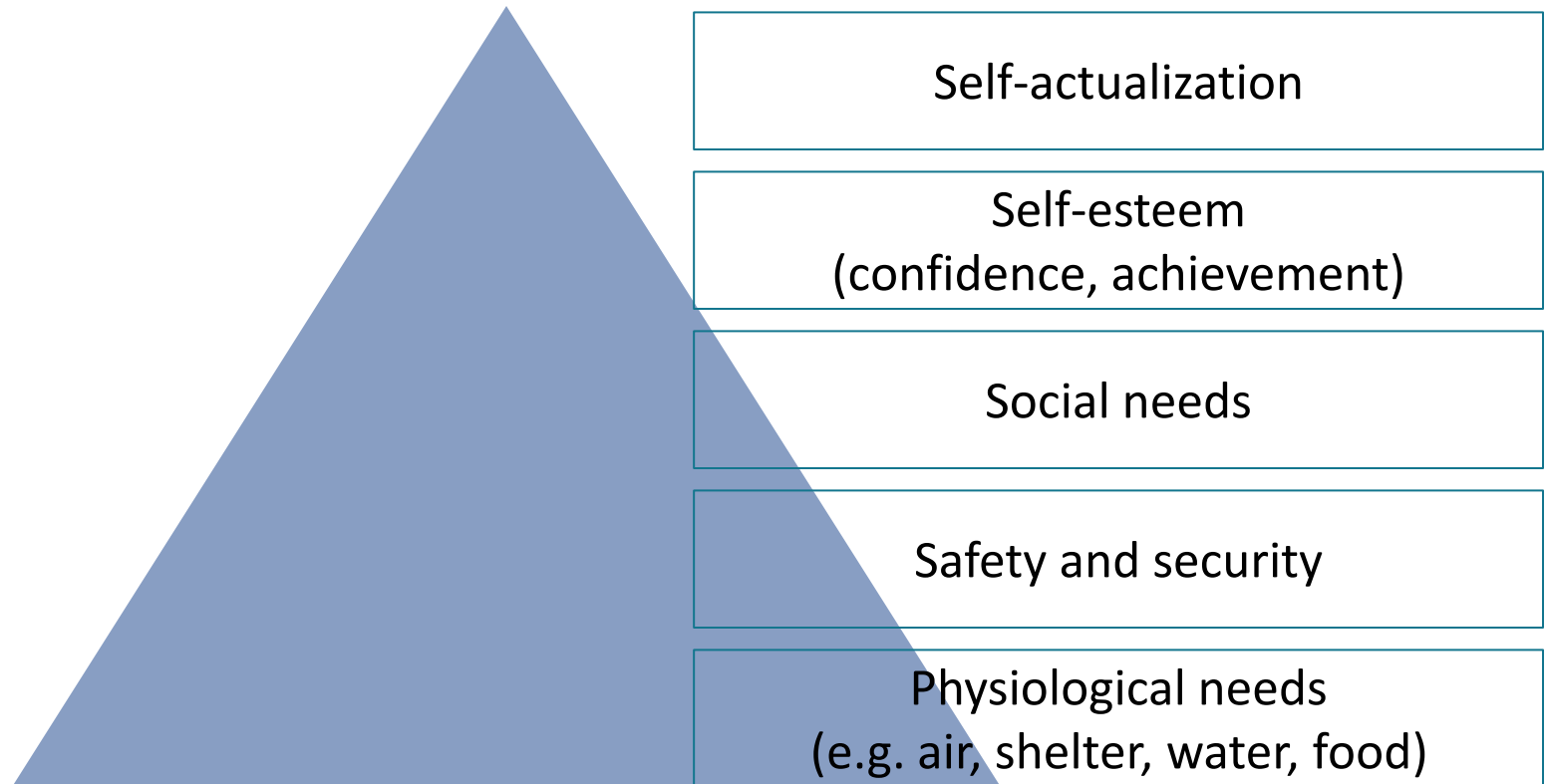
Tips for practicing:

- Videotape yourself giving lectures
- Practice facilitating learning activities
- Ask for feedback on your delivery
- Time yourself

Establishing an **effective learning environment** is a continuous effort.

It begins from the time participants arrive at the training facility until the closing of the training programme.

Maslow's Pyramid of Needs



Summary of Key Messages

- It is necessary to prepare the environment, the logistics, the participants and yourself
- Creating an environment is a critical aspect of effective facilitation
- Preparing the logistical elements of the training, including set-up of technology and equipment is another important part of training preparation.
- Establish connection with the training participants.
- It is very important to practice the delivery of the training.



Questions?