

Methods and Materials to Assist in Training

“What I hear, I forget; What I see, I remember; What I do, I understand.” Confucius 451 B.C.

Adult Learners Like To . . .

- Apply what they learn shortly after learning it.
Are goal oriented and practical.
- Learn concepts and principles in addition to facts.
- Help set goals and objectives.
- Be valued for their knowledge and past experience.
- Make good use of their time.

Training Techniques for Optimal Adult Learning

- **Create and atmosphere of equality**
- **Begin to form a class community**
- **Encourage participants to learn in a variety of ways**
- **Encourage participants to formulate for using the information**

Remember

Participants are adults !

Using Audiovisuals

- **People generally remember**
 - 10% of what they READ
 - 20% of what they HEAR
 - 30% of what they SEE
 - 50% of what they HEAR and SEE
 - 70 % of what they SAY
 - 90% of what they SAY and DO

AV Tips

- Visual aids and props can increase
 - Interest for the audience
 - Understanding and retention
 - Efficiency of information transfer
- Flip Charts: Size of letters, avoid marker bleeding
- Overheads and Slides:
 - Consider: audience size, where to stand ,
avoid blank screen (cover projector)
- Video Tape: Prescreen and cue the video on site

Common Concerns of First-Time Trainers

- Unable to speak
- Forgetting subject matter
- Being laughed at
- Shaking or cracking voice
- Trembling hands or knees
- Boring presentation
- Mispronouncing words

Hints for Successful Training

Prepare for the training well in advance

- Schedule date and time
- Reserve room and AV equipment
- Check space
- Assemble materials
- Invite participants / “Advertise” training
- Arrange room seating
- Provide refreshments !

Hints for Successful Training

On the day of the training

- Allow plenty of time to travel
- Arrive early
- Greet participants individually as they arrive
- If your voice shakes, talk louder
- Avoid distracting mannerisms
- If your hands or knees shake, move around
- If you lose your train of thought, let participants know
- Remember, you're only human !

Planning for Mini Presentations

Practicing to be a Successful Trainer

Break into small teams.

**Identify a portion
of the core curriculum
to practice teach tomorrow**

Review slides and materials

What will your colleagues be looking for during your mini-presentation?

- To what extent have you achieved your objectives?**
- Did you create a setting conducive to learning?**
- Did you encourage participation?**
- How was your presentation style?**
- Did you appear knowledgeable?**

The Risk of BBP Exposures

Mini-presentation objectives

- 1. Compare the risk of infection from contaminated needlestick exposures for HIV, HBC, and HCV.**
- 2. Describe the most common procedures where needlesticks occur.**
- 3. Identify device and injury characteristics that affect risk of infection.**

Set the stage for your training about:

**The Risk of
Bloodborne Pathogen
Exposures**

Audience: _____

Location: _____

Mini-presentations scheduled for
tomorrow

Have fun with it !

Training Plans

- Who is your audience?
- What will you teach? Where? When?
- What policy to evaluate?
- Who are your allies?
- What support will you need?
- Who can help you?

- GOALS: 3 months, 6 months, 1 year
 - Who will you report to on your progress, success and challenges??

Policy Goals

- National, regional and/or institutional?
- What is your goal?
- Who are your allies?
- How to neutralize opposition?
- What help is needed?
- When will you accomplish this goal?