Instant Trainer
Just Add Water!
Nikki Massaro Kauffman & Katherine Strenko
## Active Ingredients

- Needs Assessment
- Planning
- Delivery
- Closing & Follow-Up

**Opening Activity Included!**
Active Ingredients

NEEDS ASSESSMENT

Planning
Delivery
Closing & Follow-Up
Needs Assessment

- Use a survey (by email or survey tool)
- Meet with team leader or supervisor
- Set a prerequisite
- Get informal show of hands
Active Ingredients

Needs Assessment

PLANNING

Delivery

Closing & Follow-Up
Planning

Content
Technology
Location
Content

Set objectives.
Include strong introduction/introductory activity.
Structure activities in a logical order.
Plan time at the end for questions.
Content

Consider content participants will carry back with them:

- What do they need to know?
- What do they want to know?
- What do they already know?
- What don’t they need to know?
Technology

Submit special requests early.

1-on-1 Tip: Do you need special account access for new hires?
Technology

Submit special requests early.
Make slides simple, consistent & legible.
Make alternate plans for all technology.

1-on-1 Tip: What happens if you are out? Make-up? Other trainer? Activity?
Technology

Consider a rover for hands-on sessions:

– Meet prior to session to discuss expectations.
– Watch participants from behind to view screens.
– Keep voice low to minimize distraction.
Location

Practice at location with materials and equipment. Arrive at least 15 minutes early to set up and test. Encourage people to sit up front.
Active Ingredients

- Needs Assessment
- Planning

DELIVERY

- Closing & Follow-Up
Delivery

Pacing
Mnemonic Devices
Handouts & Other Materials
Pacing

Set time limits for each activity.
Stick to objectives.
Pause with each step.
Supply a 5-minute break/hour.
Allow time at the end for questions.

1-on-1 Tip: Use updating documentation as guided practice.
Pacing

Have a strategy for minimizing disruptions:

– Cell phones
– Laptops/back-channel discussion
– Trainer attitude
Mnemonic Devices

Relate new learning to what they know.
Repeat key concepts.
Vary your tone & volume.
Use humor, but appropriately.
Get personal.
Involve the participants!
Handouts & Other Materials

Make a copy available online.
Consider a variety of versions.

1-on-1 Tip: Consider a new-hire training site: links, tags, etc.
Handouts & Other Materials

Make extra copies.
Try handouts on other media.
Consider space for notes.
Don’t distribute them until participants should read them.
Active Ingredients

Needs Assessment
Planning
Delivery
CLOSING & FOLLOW-UP
Closing & Follow-Up

Question and Answer

Follow-Up Activities
Question & Answer

Encourage participants to use microphones (if available). Repeat each question before answering.

If you don’t know an answer…

  - Admit it.
  - Find out.
  - Share the answer with all participants.
Follow-Up

Post Assessment Survey (paper or survey tool)

Next Steps
- contact information,
- additional training,
- suggested resources,
- account, etc.
Active Ingredients

Needs Assessment
Planning
Delivery
Closing & Follow-Up

Now Featuring Closing Activity!
<table>
<thead>
<tr>
<th>Nutrient</th>
<th>1/2 cup (57g)</th>
<th>1/2 cup (57g)</th>
<th>1/2 cup (57g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>230</td>
<td>230</td>
<td>250</td>
</tr>
<tr>
<td>Calories from Fat</td>
<td>100</td>
<td>100</td>
<td>120</td>
</tr>
<tr>
<td>Total Fat</td>
<td>11g</td>
<td>11g</td>
<td>13g</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>2g</td>
<td>2g</td>
<td>2.5g</td>
</tr>
<tr>
<td>Trans Fat</td>
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<tr>
<td>Cholesterol</td>
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<tr>
<td>Sodium</td>
<td>32g</td>
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<tr>
<td>Total Carbohydrate</td>
<td>16g</td>
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<td>17g</td>
</tr>
<tr>
<td>Dietary Fiber</td>
<td>3g</td>
<td>3g</td>
<td>3g</td>
</tr>
<tr>
<td>Sugars</td>
<td>4g</td>
<td>5g</td>
<td>4g</td>
</tr>
<tr>
<td>Protein</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.*

| Vitamin A                | 0%            | 0%            | 0%            |
| Vitamin C                | 0%            | 0%            | 0%            |
| Calcium                  | 4%            | 4%            | 4%            |
| Iron                     | 10%           | 10%           | 10%           |

Calories per gram:
- Fat: 9
- Carbohydrate: 4
- Protein: 4