

# Train the Trainer Manual

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# How to conduct training?

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- Icebreakers
- Training Goals
- Training objectives
- Mode/tool for training
- Effective training
- Training techniques
- Environment for training
- Required material/recommended material
- Logistics
- During training
- After training

# Icebreaker

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- Introduce yourself
- Give fun facts about yourself
- Your interest in the topic
- Set expectation for the training



# Training goal

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- To increase trainers' knowledge and skills
- Active learning strategies
- Effective communication
- Passion in teaching and learning

# Training objectives

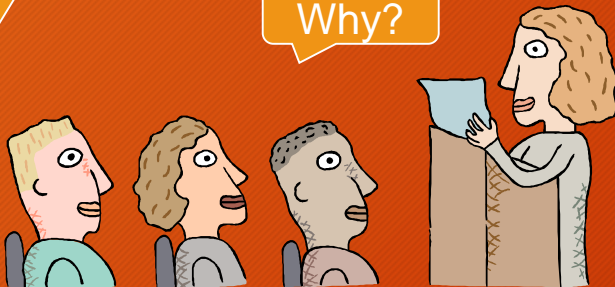
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## Teaching Bidirectional

Can somebody  
tell me what  
a cat is?

Cat is an animal

Why?



You should have a clear understanding:

- Understand the concepts of active learning
- Demonstrate one training strategy (in addition to lecturing using PowerPoint) that will work with your participants
- Attract participants and encourage their attendance
- Create the proper environment and select materials for your training

# Mode and tool for training

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- PowerPoint
- Prezi
- Handouts
- Lecture without visuals
- Using personal examples that can connect with the audience

# Effective presentation and training

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- Use participants' names
- Face participants
- Be aware of your timing: Stay on schedule
- Use the power of your voice
- Use non-verbal communication
- Use examples as much as you can

# Techniques for training

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- ✓ Brainstorming
- ✓ Case Study
- ✓ Comment Cards
- ✓ Demonstration
- ✓ Drawing / illustration
- ✓ Energizer
- ✓ Gallery walk
- ✓ Group Feedback
- ✓ Observation & Feedback
- ✓ Reflection
- ✓ Role-playing
- ✓ Rotating Roles
- ✓ Silent or Out-Loud Reading
- ✓ Story Telling

# Create the best environment

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- Room temperature, light, noise, etc.
- Sitting arrangements
- Audiovisual
- Resources
- Materials
- Water, tea, coffee, & snacks
- W.C. locations

# Required material

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- ✓ Agenda
- ✓ Leader's guide
- ✓ Participant's workbooks
- ✓ Presentation (audiovisual or paper)
- ✓ Sign-in sheets
- ✓ Pre-post assessments
- ✓ Training satisfaction survey

# Recommended material

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- ✓ White board and markers
- ✓ Projector
- ✓ Laptop or desktop computer
- ✓ Name tags
- ✓ Certificates of completion
- ✓ Water, tea, coffee, snacks, etc.

# Logistics

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- Participants' transportation needs
- Directions to the training center & room
- Posting signs for the training
- Getting your participants' contact information to send certificates, follow-up forms, etc.
- Getting directions to W.C. (toilets)

# At the beginning of training

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- ✓ Welcome participants and introduce yourself.
- ✓ Distribute name tags.
- ✓ Ask participants to complete the pre-assessment. Allow about 10-15 minutes to complete this task.
- ✓ Collect pre-assessments
- ✓ Explain your role in this training and your experience in the topic of your training.
- ✓ Ask participants to introduce themselves (if 20 participants or less)
- ✓ Present the agenda (handouts)
- ✓ Start the training

# At the completion of the training

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- ✓ Take questions and answer all participants' questions
- ✓ Provide participants the Training Satisfaction Survey and ask them to complete it
- ✓ Ask participants to complete the post-assessment
- ✓ Collect surveys and post-assessment forms
- ✓ Provide your contact information and a follow-up plan for questions
- ✓ Thank participants for their time

# Questions and Answers (Q &A)

THANK YOU!



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LastMile4D



- This presentation has used the United Nations' Treat-Net training presentation as a guide.
- Many of the slides have been modified to prepare a generic Train the Trainer manual