Train-the-Trainer
CLASSROOM FACILITATION SKILLS

10 Best Practices
Learning Objectives

By the end of this session, you will be able to:

1. Discuss 10 best practices for delivering effective classroom training/instruction
2. Incorporate visual aids and/or technology in presentations
3. Practice fundamental classroom facilitation skills

Preparation

Clear evidence instructor is well prepared

Demonstrates:

- enthusiasm
- confidence
- readiness
Knowledge of Subject Matter
Displays great subject matter expertise
Capability to impart knowledge to learners

Proxemcis & Movements
Demonstrates keen awareness of the audience, and the physical space
Discerns any limitations and maximizes use of what’s available
Body Language

Using appropriate body language, such as,
• Facing the audience when speaking
• Making appropriate eye contact
• Uses natural gestures to express him/herself

Speech

Excellent use of his/her voice
• Speaking
  • clearly
  • loud enough
  • at an appropriate speed
Interaction

Fully engages the audience
Responds to questions
Displays expertise interacting with learners

Materials & Technology

Provides learning resources
Uses appropriate visual aids and technology to aid instruction
Time Management
Makes good use of time
Keeps to schedule
Leaves a few minutes for extra questions or to provide help

Learning Principles
Incorporates learning theory and principles into instruction
Includes factors that help people learn and retain knowledge more effectively
Helps learners apply what they have learned immediately
Facilitation Skills

- Creates a conducive learning environment
- Guides learners through learning process
- Draws out and involves all learners
- Caters to learning preferences

Summary

(video)
Individual Activity
Review your pre-workshop assignment (training outline)
Are there things you could enhance based on the 10 best practices we discussed in class?

(5 minutes)

Critical Friend Activity
Find a partner/critical friend. Discuss your design improvements with him or her.

(10 minutes)
Wrap-Up & Next Steps

Library Instruction Rubric

(5 minutes)