

# 10 Effective Trainers' Techniques & Skills

The objective of any training is to deliver effective results so that participants must be more effective after the training and be motivated to make changes and see improvement. The needs to be effective in any training skills are now becoming more competitive and challenging for most trainers and want-to-be trainers. In order to attain a superior training performance with high demand, it must come from trainer's skills & techniques that combine an understanding on how people can learn best with processes that accelerate learning, retention and application.

One of the most crucial trainers' techniques is by self reflection effect of how well the current training ability within it own capability is being developed, improved and refined overtime. This requires taking a good and hard look at their training approach by comparing their training style with other effective trainers and must continuously make improvement will make them to become a professional trainer.

Here I outline 10 effective trainers' techniques for self-reflection by development, improvement and refinement that can keep trainers to be effective in their training approach.

Technique 1: Training should be design for a purpose and needs to meet expectation by participants, from theory understanding to practical application so that when they learnt it they can apply it effectively back at their workplace.

Technique 2: Training should be design in such a way it is clear, easy to understand, novel and informative and most importantly it is easy to apply. Recommend approach to use either by case studies, role play or test for understanding exercise.

Technique 3: Training presentation should be pace on a systematic and consecutive manner that flow smoothly from theory knowledge to practical application. Most importantly, the overall training presentation should be in sequence and be current with the training materials and programs.

Technique 4: Training delivery should use creative ideas that relate to individual job concerns including self development with examples and illustrated ideas. Preferably to include success stories or real life situation.

Technique 5: Effective training requires you to take respond to questions from participants in a diplomatic, professional manner and answer directly to the point using illustrated visual manner and

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by not beating around the bush in verbal articulation to confuse the answer.

- Technique 6: Training should always stick to important topics and do not deal so much on side issues, but always summaries ideas by using the 4W method (i.e. What, Why, Who, When and How).
- Technique 7: Trainer should be careful on the language use during presentation and be mindful at all times such races, religions, sex, verbal attack on individual, admitting mistakes, use inappropriate humor, poor pronunciation and answering questions as "Sorry I don't know!".
- Technique 8: Trainer should watch out their vocal presentation, grammatical articulation and body language such as gestures, position in room, eye contact, dress code for audience, too much "er" and "ar" during vocal presentation, bad habits, room scanning, appearing disorganized...etc. Avoid argument and debates on defensiveness manner.
- Technique 9: Trainer during presentation should be in control of the group, be highly motivated by maximizing the involvement of every participants with effective management of difficult participants thereby increase the self esteem of participants and increase each participant's retention both in skills and knowledge in the learning process.
- Technique 10: Trainer should always be prepared in anticipation for "what-come-next" readiness such as to bring out the content to life by making relevant to the training, effective listening by keeping an active radar wavelength, be flexible and be spontaneous to circumstances, show empathy and compassion to participants, always ask questions with positive reinforcement to create an energetic environment to encourage learning and most importantly to get everyone involved.