

SUPERCARGE

Your Tech Training

#17NTCtechtraining

Collaborative Notes: po.st/17NTCtechtraining

Evaluation: bit.do/techtrain



WELCOME

As we begin, reflect on what you want to learn from this session.

What are your burning questions?

SESSION LEADERS



Jeanne Allen



Beth Kanter



John Kenyon



Cindy Leonard

AGENDA

1 Orientations
& Openings

2 Training Design
Best Practices

3 Small Group Exercise:
Four Corners

4 Closers & Debriefs

HOW TO STRUCTURE TRAININGS

Head ➡



← Body

Feet ➡

TIMING

Amount of time informs structure & activities

- × 30 mins
- × 60 mins
- × 90 mins
- × 3 hours
- × 6 hours
- × 2-day
- × 3+ days



HEAD - OPENERS

- × Get to know each other or understand the key concept
- × Not just playful, but introduces content
- × Helps trainers understand the levels & experience in the room



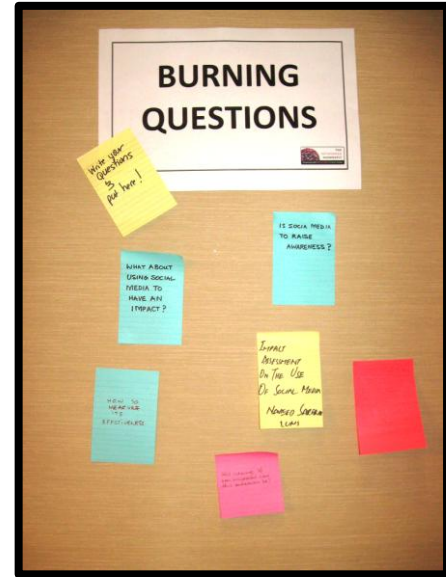


BAD OPENERS

- × Two truths and a lie
- × What nobody knows

GOOD OPENERS

- × Hope to Learn Today
- × Hopes & Concerns about Topic
- × Burning Question about Topic
- × Introductions w/Detail Related to Content
- × Speed Networking Introductions
- × Sticky Notes – People Shaped
- × More in Groups



OPENERS: SUMMARY

- × Start with goal
- × Make it interactive
- × Not too personal, silly, or touching
- × Choose Focus on Content or Relationships
- × Have Fun



BODY - CONTENT

- × Starts with goal
- × What do I want people to learn/do/try?
- × How to fit it into time frame?
- × How to fit it into the space?
- × What activities best match my goals?
- × What activities do I feel comfortable facilitating?



I WANT PEOPLE TO:

- × Feel comfortable with people in the room
- × Connect with what they already know
- × Practice what they learned
- × Reflect on how to apply the content
- × Brainstorm ways to apply what they learn
- × Expand on solutions they are considering
- × Get feedback on their idea(s)
- × Refine and flesh out their idea(s)
- × Other



EXCELLENT PRACTICES - CONTENT

- × No more than 10 mins of content
- × Each content piece has an exercise
- × When possible include movement
- × Leverage knowledge & interests of participants
- × Incorporate words, images, talking, writing, explaining, doing, reacting, reflecting
- × See handout for variations





FOUR CORNERS

- × Forty minutes
- × Two rotations
- × 15 minutes each with 2 rotation



FOUR CORNERS

- Head/Feet: Openers/Closers – JEANNE
- Body: Interactive Exercises – BETH
- Body: Facilitation Methods – JOHN
- Spirit: Virtual/Online – CINDY



LARGE GROUP SHARE

- × Outcomes from small group work
- × Openers & Closers
- × Interactive Exercises
- × Facilitation Methods
- × Online/Virtual

FEET - CLOSERS

- × Consolidate Learning
- × Review main points, learning objectives
- × What will participants DO based on what they learned
- × Accountability
- × Sustainability



FEET - CLOSERS

Excellent Practices

- × Write or speak follow up actions
- × Go Meta – what you did/learned
- × Provide +/- feedback on session
- × Time for Reflection
- × Appreciation
- × Follow Up



GOING META

- × How we planned, executed
- × What we tried and learned
- × Working together vs. alone
- × Leveraging Strengths & Expertise
- × Headless Octopus





CLOSING ACTIVITY

- × 1 minute silent Reflection
- × Your big “ah-ha” moment?
- × What you will act on?



THANK YOU!

#17NTCtechtraining

Notes: po.st/17NTCtechtraining

Evaluation: bit.do/techtrain

