SUPERCHARGE
Your Tech Training

#17NTCtechtraining
Collaborative Notes: po.st/17NTCtechtraining
Evaluation: bit.do/techtrain
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 ➔
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
× 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
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!

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