# TIPS AND INFORMATION FOR TRAINERS

## I. Preparing for the training session

- ☐ Plan the session well in advance, making sure you have prepared for all the logistics.
- ☐ Reserve a meeting room with adequate space and facilities.
- ☐ Allow sufficient time for the training.
- ☐ Send out notification and reservation materials well in advance.
- ☐ Order refreshments, as appropriate.
- ☐ Make copies of all training materials, remembering that participants will want to have notes and resources to refer to later.
- ☐ Consider having someone assist you with the training.

## II. Conducting the training session

- ☐ Explain the objectives of the session clearly at the beginning.
- ☐ Ask participants for their questions at the beginning of the session.
- ☐ Start with an easy task.
- ☐ Do hands-on training as much as possible.
- ☐ Define any jargon that might not be familiar.
- ☐ Allow time for participants' questions.
- ☐ Allow time for practice of the new material.
- ☐ Encourage trainees to coach each other.
- ☐ Give positive feedback to trainees.
- ☐ Allow time for a break.

## III. Assistance after the training session

- ☐ Provide a way for participants to share information with each other and/or get questions answered following the training.
- ☐ Contact information for the DIT Client Service Center:
  - Email – Help-Desk@michigan.gov
  - Phone – 517-335-0505
- ☐ Additional information can be found at the CEPI website: http://www.michigan.gov/cepi. Click on MEIS Data Services. At the next screen, click on Single Record Student Database on the left navigation bar.

## IV. To find the SRSD Application on the CEPI website:

http://www.michigan.gov/cepi. Click on MEIS Data Services. At the next screen, click on Single Record Student Database on the left navigation bar. Then at the next screen, click on the SRSD/UIC Application (in the pink box).

## V. To find the training documents on the CEPI website:

http://www.michigan.gov/cepi. Click on MEIS Data Services. At the next screen, click on Single Record Student Database on the left navigation bar. See SRSD

Help Section for the Application User's Guide, the FAQs, and the UIC Timeline for Spring 2004.

## TRAINING FOR ADULT LEARNERS

| Criteria | Appropriate | Avoid |
|---|---|---|
| Instruction Techniques | • Small group work/exercises<br>• Facilitation<br>• Mini-lecture<br>• Hands-on-experience<br>• Case studies<br>• Role plays<br>• Story telling and creation<br>• Visual aids<br>• Games imagery | • Lecture<br>• Theoretical testing |
| Learner's role | • Involved in the training process<br>• Actively contributes ideas and experience | • Little involvement in the training process<br>• Passive contribution, following instructions |
| Instructor's status | Has equal status with the participants | Establishes authority |
| Application | Immediate and ongoing | No immediate benefits |
| Objective | Clear | Imprecise |
| Delivery | Use language and vocabulary that is appropriate | Buzz words |
| Physical space | Inclusive seating where all participants can see and hear each other | Rows |
| Choice/Motivation | • Voluntary<br>• Internal motivating factors | • Little choice<br>• External motivation<br>• Society, family, laws, religion, etc. |
| Atmosphere | Comfortable and relaxed | Rigid |
| Content | Focus on material participants identify as important | Controlled by program and instructor |

*(From www.seepnetwork.org)*