

Training Techniques

Warm-up Activities	A structured activity at the beginning of the training, increasing energy and interest and perhaps giving an early introduction to a key idea or skill that will be developed later on.
Presentation/Lecturette	Delivery of essential background information, whereby participants generally play a passive role and absorb information.
Reading Materials	As long as reading materials are relevant and their purpose is understood, they enhance learning. The learners' roles are more passive and rely only on sight. The positive impact of including these, is increased when they are relevant to participants' own situations, are at their reading level and done in conjunction with other learning methods.
Demonstrations	A powerful training method because participants utilize all of their senses. They bring alive whatever points you are trying to make, as participants are able to experience an idea or technique.
Video & Film	Visual aids that help stimulate interest and motivate participants to try new behaviors, as well as provide illustrations and models for ideas and skills you are presenting. Although participants are passive as they view videos and film, when combined with a discussion they become active.
Note-Taking	Whether or not you provide a handout for note-taking, many participants will do this automatically to enhance their learning. The three types are: free form, topical outline and matrix.
Discussions	This technique is very often used by trainers; however, the art of questioning takes lots of preparation and practice. These are useful experiences because learners can take a more active role, help to determine more of the content to be discussed, and utilize more of their senses.
Questionnaires	Prepared by the trainer to gather information on a particular subject. These can also be used for self-assessment by the individual who filled it out. Very often questionnaires measure a person's level of knowledge, attitudes or performance or analyze an organization's conditions or productivity.
Fishbowl	Another form of discussion where some of the participants form an inner circle and discuss a topic while the remaining participants listen and observe. This method actively involves the participants because the content is partially determined by

	them.
Case Studies	A printed description or vignette describing a problem situation with enough detail for participants to determine appropriate action they might take. Case studies simulate reality, draw upon participants' experiences and knowledge, and involve them more actively in the learning process forcing them to apply theory to practice.
In-basket & Sort Cards	A form of simulation that involves physical manipulation of paper that contains vital information. This hands-on exercise simulates a typical office in-basket and asks participants to sort, group or rank items forcing them to put concepts into practice and draw upon their experiences to make decisions.
Role Plays	A hands-on method for simulating real life. Role plays involves enacting an incident and gives participants a chance to re-examine their behavior and an opportunity to practice and experiment with new behaviors, emphasize different viewpoints, and to receive feedback on their behavior.
Role Playing a Case Study	An elaborately designed technique that incorporates two training methods, which involves participants playing defined roles. Participants are given a printed description of the problem situation with sufficient details to determine the appropriate action they might take.
Games & Other Structured Activities	A simulation that sometimes have a competitive element to it. Participants are actively involved and use all of their senses, which increase their energy. They help participants learn a key concept or idea, increase self-awareness, provide practice for risk-taking, or develop a specific skill.
Clinics	A method used to apply problem-solving techniques to analyze and resolve problems common to the group members. Clinic content is determined by the participant more than any of the other training techniques. Participants are very active in the learning experience and have a hands-on opportunity to apply theory using this method.
Critical Incidents	A more personalized and individualized version of a clinic where actual participant experiences are the basis of the method. Critical incidents are of a personal nature and great care must be taken in the planning stage to ensure the final effect is positive.
Structured Closure Activities	A meaningful activity planned for the end of a training event, where participants have an opportunity to reflect upon what they've learned and determine how they will put their goals into action.