

10 Point Checklist Before Delivering Training

An interview between psychologists
Eve Ash & Peter Quarry

Training is a task many people must do from time to time, even though they have little experience and may feel stressed at the prospect. Ten simple steps can make a big difference to the success and smooth running of your session – even before it has begun.

1. Logistics

- Check the room and layout possibilities beforehand
- Early arrival – key, parking?
- Bring own whiteboard pens

2. Refreshments

- Water, glasses available
- Pre-book coffee, tea arrangements
- Fresh milk

3. Technology

- Set up and check equipment before attendees arrive
- Be prepared to run session without technology
- Simple is best

4. Training resources

- Prepare list
- Check off each item the day before

5. Advising attendees

- Where and when
- Objectives, expectations – what to bring

6. The Introduction

- Prepare your own
- Provide in advance
- Take a copy on the day

7. Personal presentation

- Dress up rather than down
- Make time for mirror check

8. Positive visualisation

- Important for confidence, overcoming anxiety
- Imagine the session going well, pleased participants

9. Environmental check

- Nearby construction, noise from other sessions

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- Preliminary scan for potential problems
- On the day think on your feet

10. Greeting participants

- Finish preparations in time to greet people
- Provides you with information
- Helps reduce your own anxiety
- Helps create rapport

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