POWER HOUR

Key Points

Tips for making your
Bite-sized training session successful

Preparation

1. Prepare well. Read the materials 2 or 3 times, and make sure that you understand all the points, the structure of the session, and when you will refer to the delegate workbook.
2. Make sure that you have all the supporting materials that you need.
3. Tailor the material to your own organisation. Look where you can reference your own internal policies, procedures or initiatives. Make a note of this in the Session Leader's Guide.
4. Give you participants sufficient notice, and tell them what you will be covering and why. Inform them if they need to do anything in advance of the session, or bring anything with them.
5. Think about how the learning should be applied. If you are running the session for your own team, identify what specifically you would like them to do as a result of the session. Be clear about how you will support, measure and reward them. If you are running the session for a mixed group, identify specific practical examples that will benefit the business.

Delivering your Training Session

1. Make sure you have lots of energy and enthusiasm. If you don't, your delegates certainly won't! You don't need to go over the top, just make sure that you gain and retain their attention.
2. Always explain that is going to be covered and why. Giving a context will help many of your delegates to relax and participate.
3. If your delegates don't know you or each other, make sure that you do the introductions. People are more likely to participate if they know each other.
4. Start and finish on time.
5. Remember that training is NOT presenting. Presenting is a PART of training, but training is two-way. You need to engage and involve people. The more they can get involved, the more they will understand and remember.
6. Use a range of methods to help people to learn (these are described in the Power Hour Session Leader's Notes). Use different methods such as discussion, demonstration and practice to appeal to different people.
7. Always remember that the training is for your delegates, not for you. Respond to the groups' needs.

Key Points

8. Be yourself. Use the Session Leader's Notes as a guide, not a script. You may tailor the content or cover things in a different order than suggested. This is fine as long your delegates get value from the session.
9. Don't try and cram too much in to a bite sized session. Generally it is better to cover one or two things well than provide a 'whistle-stop tour' of lots of things.
10. If you choose to use PowerPoint (not provided with Power Hour Sessions), remember that it should SUPPORT, not drive your session.
11. In a bite-session, you need to control time without making your delegates feel that they can't raise questions or share their concerns/opinions. Learn to ask questions, listen, reflect back and summarise. This allows you to progress through the session and deal with any discussions that may be taking you off track.
12. Encourage delegates to work with different people throughout the session. This helps them to get more ideas than if they just listen to you, or the person who is sat next to them.
13. If you are asked a question that you can't answer, be honest. Either commit to finding out the answer and letting the delegate know, or suggest where they may find the answer themselves.
14. Remember that motivating people to do something differently is often as important (and sometimes more important) that teaching them new things.
15. Get specific commitment to action – even if it is small. Training is pointless unless something changes as a result.

After the Session

1. Get feedback from participants. Most people are complimentary and vague, so use questions that force an answer such as 'what was the most useful part?' or 'If we could have missed one part out, what would that have been?'
2. Reflect on the session yourself. What went well, and what will you do differently next time? Your training sessions will evolve over time, and that is OK.
3. Aim to get immediate feedback, but also follow up a week or so afterwards when people have had time to reflect.
4. If you are the manager of the delegates (not just the trainer), have one-to-ones with each person to discuss how they will apply the learning. Set milestones and targets, and monitor progress towards them.
5. If you are NOT their manager, encourage delegates to discuss the training with their manager and agree how they will apply the learning.
6. Suggest how and where delegates may get further training or support.
7. After a month or so, find out from delegates or their managers what impact the training has had. What lessons can you learn from this?
8. Publicise success stories – when people see that training has a positive impact, they will want more of it, and be supportive.

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