

With care for yourself and everyone

PSYCHOSOCIAL
SUPPORT AT WORKPLACE PROGRAMMES

PILOT INITIATIVE

January 2023 How to organize “spot-on training”



Effective methods of interactive teaching,
or
How to make your training “spot-on”



“Ingredients” of a “spot-on” training

Correct recipe

Correct cooking
technique

Skillful
presentation of
the dish

Well-selected
materials for the
training

High-quality *delivery* of
the training
(SKILLS)

Training that
motivates...
(ABILITIES)

(KNOWLEDGE)

Whereas a skill is a dish cooking technique, an ability is a capacity to motivate people to eat it again or even try to prepare it at their homes.



Organization and preparation of a training determines **50%** of its success.

Another **50%** is a skillful delivery of the training.



Assess your readiness to deliver a training checklist

- ☐ I'm an effective facilitator (promote generation of ideas)
- ☐ I'm an excellent communicator
- ☐ I'm ready for surprises at a training
- ☐ I treat all the trainees with respect and tolerance
- ☐ I'm emotionally mature
- ☐ I'm keen on teaching
- ☐ I can listen actively
- ☐ I follow changes and develop
- ☐ I use the mindfulness technique
- ☐ I have resources to replenish energy and recover
- ☐ I am able to use the sense of humour
- ☐ I am able to use interactive teaching methods
- ☐ I am able to deliver an effective presentation



To deliver a training successfully, it is useful to know that ADULT trainees:

- should see benefit and value of the training (**surprise me!**)
- use their life experience to facilitate teaching (**hear me!**)
- are practical (**involve me!**)



Question for the plenary

- What teaching methods are effective at a training?



Interactive teaching methods

- ✓ Small group work
- ✓ Brainstorming
- ✓ Role play
- ✓ Feedback method
- ✓ Case study
- ✓ Watching of video clips
- ✓ Quizzes
- ✓ Self-assessment tests
- ✓ Interactive presentation

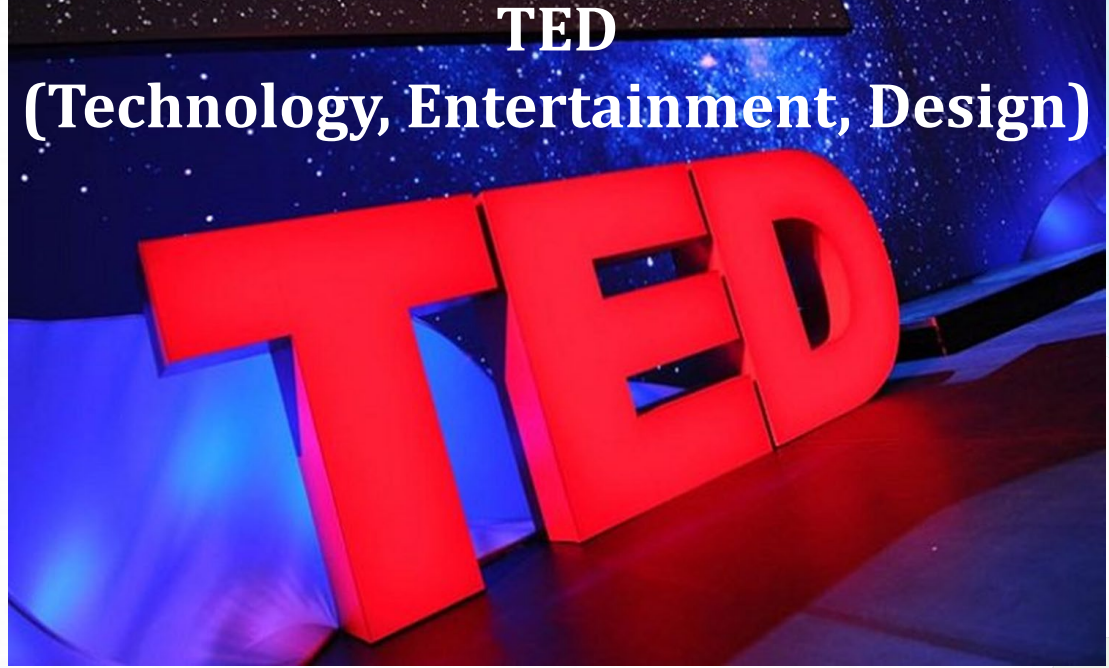


Question for the plenary

- What “ingredients” are important for a successful interactive presentation?



**Conference of global
ideas worth
disseminating**



***"TED is where talented people go to hear ideas of
other talented people"***

Oprah Winfrey

TED-style presentation has three components:



Emotional

**It captivates my
heart**



New

It teaches me new



Unforgettable

**Its content is
presented in a way
that makes it hard
to forget**

What is worth considering in development and delivery of presentations

- ✓ No more than 15-20 minutes long
- ✓ Minimum text per slide
- ✓ At most 5 colours per slide
- ✓ Font
- ✓ Eye contact
- ✓ Better effect if you are standing or moving rather than sitting at a table
- ✓ Body language and tone of voice
- ✓ Simple charts with minimum text
- ✓ Visualization (pictures, photos, animations)





What impacts the audience during communication?

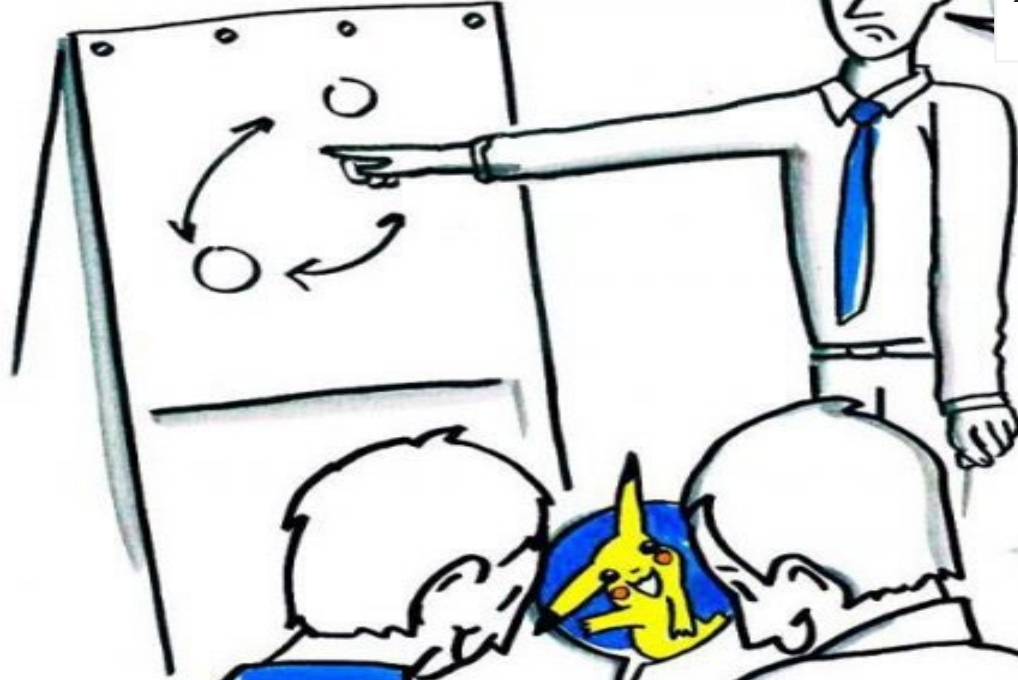
WORDS

TONE OF VOICE



Рис. 3.1. Эрнесто Сироли выступает на TEDxEQChCh в 2012 году
(с любезного разрешения Нила Макбета, снимавшего для TEDxEQChCh)

It's a very
important model,
it will change your
life



Questions for group work

Group 1. What should be considered during **preparation** for a training at the workplace?

Group 2. What should be considered during **delivery** of a training at the workplace?

Group 3. What should be considered to **evaluate effectiveness** of a training?



Step 1. Preparing for a training

Situation analysis:

- ☐ Who is a target audience, what is the number, and what are information needs?
- ☐ What are delivery conditions (where, when, who)?
- ☐ How much time is provided for the delivery?
- ☐ What form of delivery is used?

Development of training scenarios:

- ☐ What is the programme and thematic content?
- ☐ What interactive teaching methods are used?
- ☐ What methods and tools are used to evaluate effectiveness of the training?
- ☐ What auxiliary materials and equipment are required?



Why is time important?

01 Duration of the training/breaks

02 Duration of the assignment performance

03 Duration of the presentation



Preparing of a room is important!



Correct location of workplaces



**Auxiliary materials
and equipment**

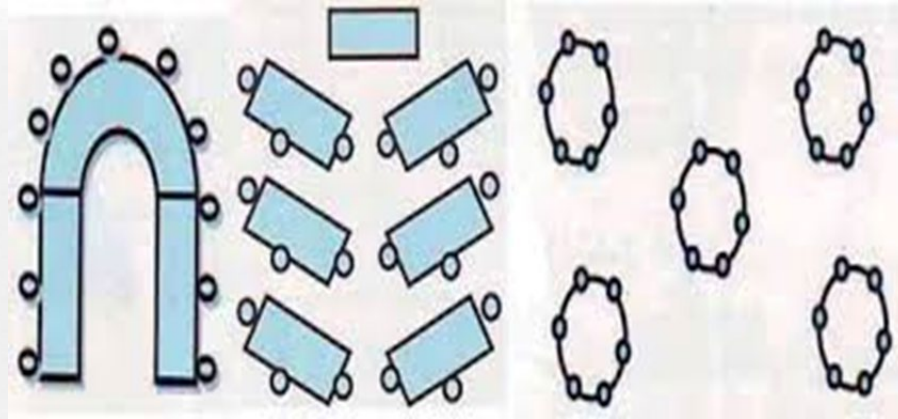


Convenient seats of the same height



Comfortable room
(air, cleanliness, smell, noise, lightning, space)

Example of workplace location



Step 2. Delivering a training

- ☐ Introduction and welcome
- ☐ Adoption of the group's work rules
- ☐ Announcement of the training theme and objectives
- ☐ Expectations of participants
- ☐ Entry assessment of the participants' awareness level
- ☐ Actualization of the problem
- ☐ Information about the problem
- ☐ Acquisition of practical skills
- ☐ Exit assessment of the participants' awareness level
- ☐ Completion of the group's work, and feedback



Conditions making the learning easier

We memorize what is repeated

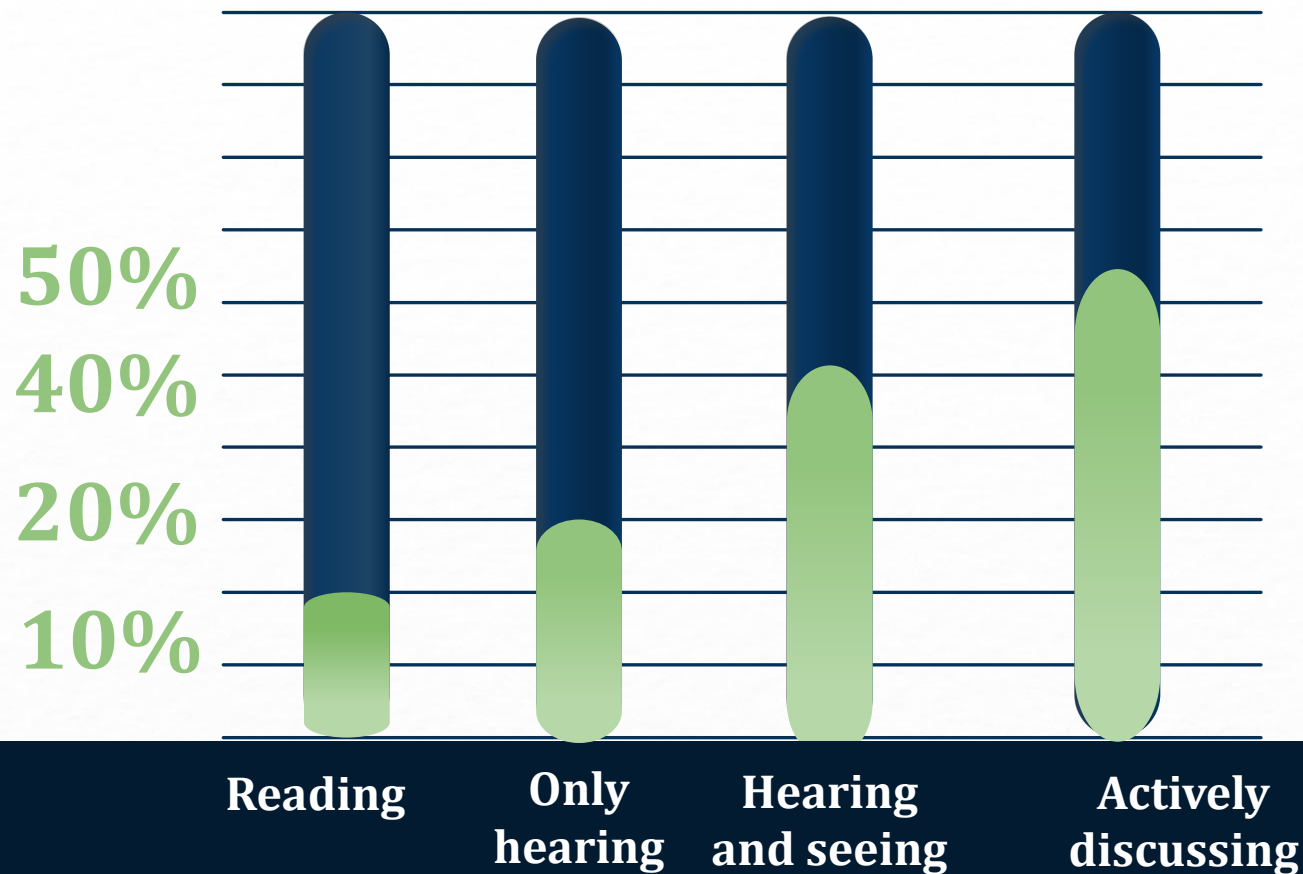
We memorize what we do ourselves



We memorize what is rational and well-organized

Feelings help us memorize

Considering the strength of our feelings



A secret “ingredient” of an effective trainer



*The best way is to create an atmosphere for teaching
where trainees are respected and involved*

Questions for group work: case study

- Analyze a problematic situation likely to arise at the training, and find ways of solving it



Causes of difficult situations



Lack of a trainer's confidence

A trainer's self-confidence (superficial attitude)



Wrong presentation of content

Step 3. Monitoring and evaluating a training

- ✓ **Monitoring:** analysis of information on what exactly actions were performed, in what forms, with what methods, what target group the training was oriented on, and what number of trainees were covered by the activities.
- ✓ **Evaluation** determines how much preventive actions influenced the trainees' knowledge, skills and attitudes.
- ✓ **M&E methods and tools**
- ✓ **Conclusions** based on analysis of results



“Perfection is achieved not when there is nothing more to add, but when there is nothing left to take away.”

Antoine de Saint-Exupéry



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