



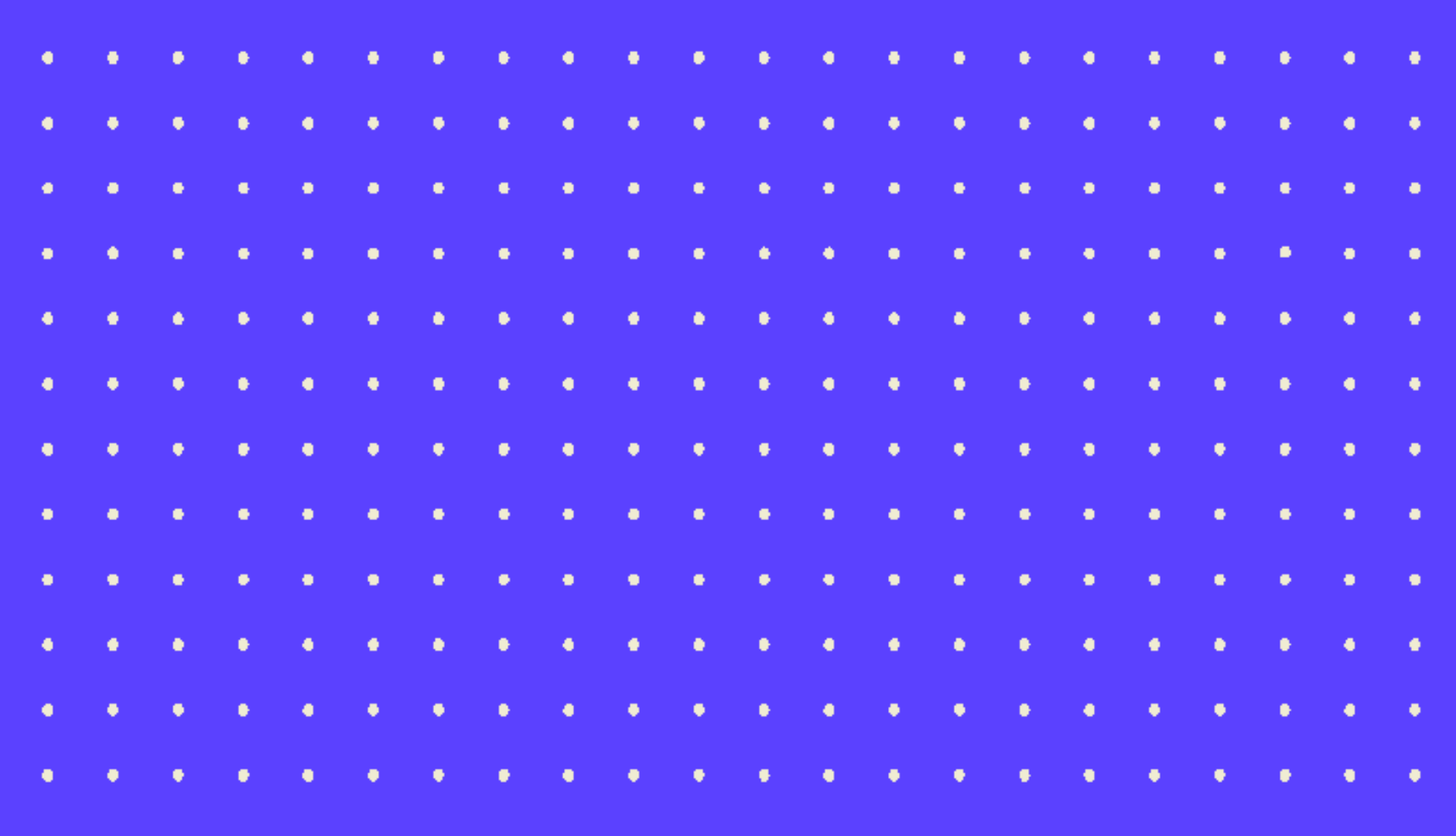
# 8 Proven Techniques to Conduct a Successful Training Session

Presented by  **LosDORO**



# 01

## Needs assessment



- Collect basic information, such as age, gender and background, and create a needs assessment to determine objectives for your training.



02

# Determine goals

— A goal must be clear, challenging, inspiring, and based on the core ideology of your company.

# 03

## Share important information



Determine which information is important and organise them logically. Too much information in a training session can be overwhelming and cause participants to lose interest.

# Determine the Learning Style



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The three most popular learning styles are:

- Visual
- Auditory
- Kinesthetic – Tactile

## 05

# Choose appropriate supporting media

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The most commonly used platforms are PowerPoint presentation, charts, and videos. This is highly recommended for visual learning style.



06



# Training Materials

— Provide real-life examples and thought-provoking questions during your session.



# Assign Tasks and Activities

Tasks and activities are an excellent way to help practice and build a relationship between the coordinator and participants.



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Request feedback from participants about your session to measure how well they processed the information and what they enjoyed most or least about your training.



08

# Feedback