

# 8 SUPER EFFECTIVE TIPS TO CONDUCT AN EFFECTIVE TRAINING SESSION

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1

## Needs assessment is required

Collect partakers' information, which are age, gender, majors, and cultural diversity then prepare a test for the members as well.

2

## Determining proper goals

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

3

## Certain amount of information

Decide which information should be crucial, then organize them logically because engaging too much information can be overwhelming.

4

## Determine the learning style

The three most popular learning styles are Visual, Auditory, and Kinesthetic – Tactile. For each method, specific supporting tools are required.

5

## Appropriate supporting media

The most commonly used ones are: power-point presentation, charts, and videos. Choosing an assistant is highly dependent on the size and learning style.

6

## Training materials

Real-life examples and thought-provoking questions are encouraged during your session.

7

## Appointed tasks and activities

Appropriate tasks and activities are not only an excellent way to help practice but also build up the two-way relationship between the coordinator and participants.

8

## Evaluation

Request input from the individuals going to your session to measure how well they process the information and what they enjoyed most and least about it.

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