



Strategies for a Successful Training

1. Introduce yourself.
2. Personalize your role and presentation.
3. Remember, you may not have all of the answers. If you don't know the answer, attach the question to the evaluation or add to parking lot.
4. Establish and refer to ground rules and expectations, particularly if disruptive behavior exists.
5. Be clear.
6. Show enthusiasm and excitement.
7. Dress professionally.
8. Be organized.
9. Support the assessment piece developed by staff or teachers/state.
10. Be firm that staff or teachers/state are responsible for this information.
11. Address issues with disruptive participants (e.g., keep pulling them back in; use the parking lot if a participant is consistently off task; have participants write on paper and address the issue later).
12. Keep participants on task; do not let the participants run their own group.
13. Provide frequent activity breaks or energizers.