



## The Trainer's Toolbox

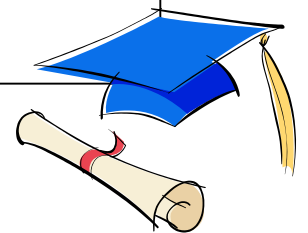


Presented by Galen Thompson

# Adult Learning



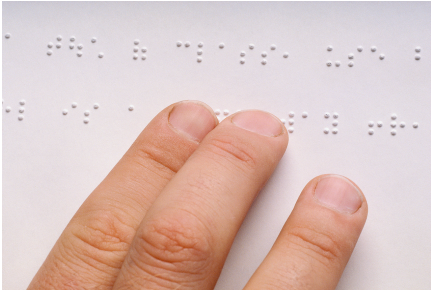
## Adults Learn<sup>1</sup>...



<sup>1</sup> Robert Kornikau and Frank McElroy, *Communication for Safety Professionals*, National Safety Council: Chicago (1975), p. 370.



\_\_\_\_\_ % through taste



\_\_\_\_\_ % through touch



\_\_\_\_\_ % through smell

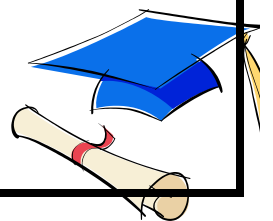


\_\_\_\_\_ % through hearing



\_\_\_\_\_ % through sight

## Adult Learning



**We Remember...<sup>2</sup>**

- \_\_\_\_\_ % of what we read
- \_\_\_\_\_ % of what we hear
- \_\_\_\_\_ % of what we see
- \_\_\_\_\_ % of what we see and hear
- \_\_\_\_\_ % of what we say
- \_\_\_\_\_ % of what we say and act



*I hear and I forget  
I see and I remember  
I do and I understand  
—Chinese Proverb*

**Methods of Instruction...**

**Lecture** (telling), when used alone, results in 70% recall three hours later and 10% recall three days later.

**Showing**, when used alone, results in 72% recall three hours later, and 20% recall three days later.

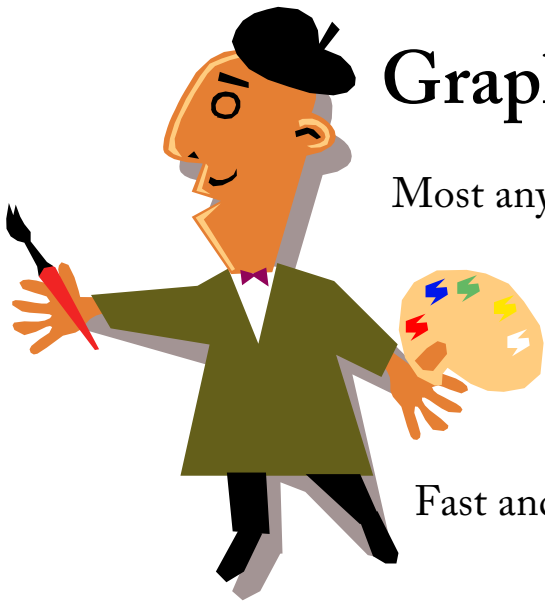
A blend of **telling and showing** results in 85% recall three hours later and 65% recall three days later.

*A picture is worth a thousand words  
—Chinese Proverb*

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<sup>2</sup> Ibid.





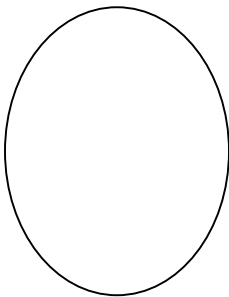
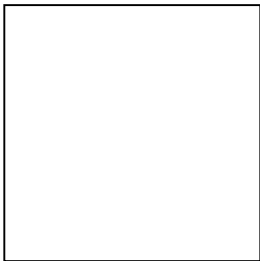
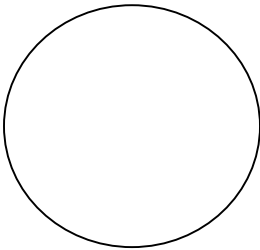
# Graphics Anyone Can Do

Most anything can be drawn with basic shapes.

Graphics are symbolic (Icons)

Gets people's attention.

Fast and simple.





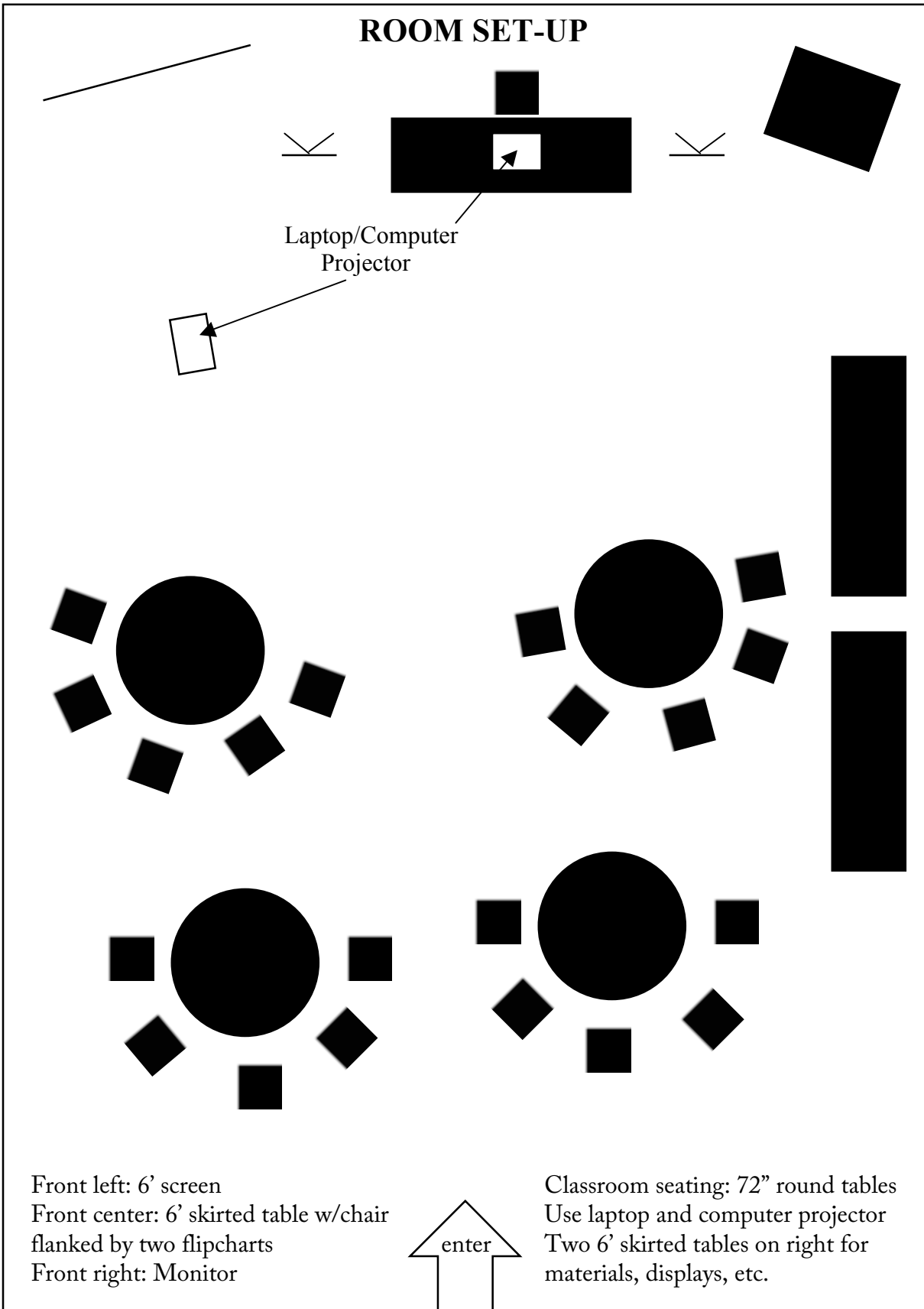
# Graphics Shapes

## Visual Attention

- ## Emphasis
- Bullets
  - Stars
  - Boxes
  - Arrows
  - Checkmarks

# I Can Draw!

### ROOM SET-UP



## Flipcharts:



Letters should be at least 4 cm high

Leave 5 cm between lines

Use as few words as possible

Center your message

Leave the bottom 1/3 blank

Underline and box key words

Use color (2-3) and geometric shapes

## Power Point:

<http://office.microsoft.com/en-us/clipart/default.aspx>



## A Top Ten List<sup>3</sup>

1. Use it sparingly not exclusively!
2. Graphic on every slide.
3. No more than six words/line, no more than six lines per slide.
4. Don't hold a slide longer than forty-five seconds.
5. Single idea per slide.
6. Chunk content with blank black screens.
7. Maximum of two font styles and three font sizes (use Arial).
8. Use minimal animation.
9. Transition through black (easier on eyes) or left to right.
10. DON'T print your slide deck as your handouts.

<sup>3</sup> Ibid, p. 57 (adapted).



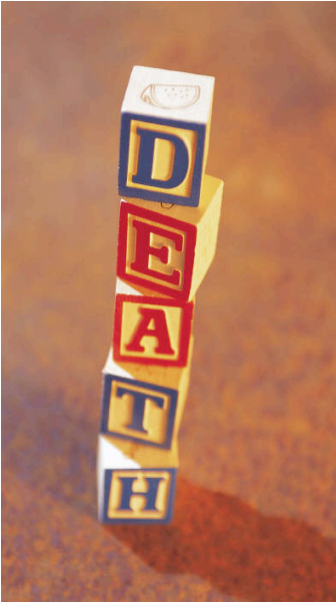
# PP Guidelines

|           | Ideal Font | Acceptable Range |
|-----------|------------|------------------|
| Heading   | 60         | 48-72            |
| Heading 2 | 48         | 36-48            |
| Text      | 36         | 28-48            |

No more than  
 3 font sizes/slide  
 3 colors/slide  
 3 forms of graphics

Small group/room – use dark background with light letters

Large group/room – use light background with dark letters



## Fifteen Fatal Facilitation Failures

- ☠ Not being available fifteen minutes prior to session.
- ☠ Not starting on time.
- ☠ Not establishing rapport.
- ☠ Not opening quickly establishing the image you want.
- ☠ Failing to involve participants.
- ☠ Appearing unprepared or disorganized.
- ☠ Seeming to be off schedule.
- ☠ Not maintaining control (chasing rabbits/getting sidetracked)
- ☠ Unprofessional use of audio/visuals.
- ☠ Unreadable visuals (font too small, wrong background).
- ☠ Asking, “Are there any questions?”
- ☠ Improper handling of questions.
- ☠ Unfamiliar with knowable information.
- ☠ Apologizing for yourself or the organization.
- ☠ Ending late.