

Smart, Safe Growth for the CNMI

Train the Trainer – BMPs for Effective Training

Training Module 5
22 July 2022



**Nimbus
Environmental
Services**

Purpose

- **Build skills to teach SSG principles**
- **Provide BMPs for successful training**
- **Develop effective training practices to facilitate learning**
- **Highlight techniques for successful knowledge transfer**

Learning Objectives

- **Learn what successful training entails**
- **Describe how people learn**
 - Clear need to learn information
 - Engagement
 - Activities
- **Learn training BMPs**
- **Develop skills and knowledge to teach SSG principles**

Learning Tool

Training Module 5 - Train the Trainer
Handout 1
Personal Learning Goals

Instructions: Write down two topics you want to learn more about during Training Modules 1 to 4.

Learning Goal for Topic 1:

Learning Goal for Topic 2:

Workshop Introduction
Personal Learning Goal Evaluation

Instructions: At the end of Module 5, write a few sentences to evaluate your progress toward your learning goals.

Evaluation for Learning Goal for Topic 1:

Evaluation for Learning Goal for Topic 2:

The Bored Meeting



What does successful training look like?

- **Facilitate and guide the learning process**
- **Designed for age-appropriate learners**
- **Participants are actively engaged to join the learning process**

Facilitator Trainer

- Guides learners through
- the information
- Encourages participation
- Asks the participants questions
- Uses effective praise
- Works to increase participants' knowledge
- Encourages learning



Facilitator Trainer Crossword

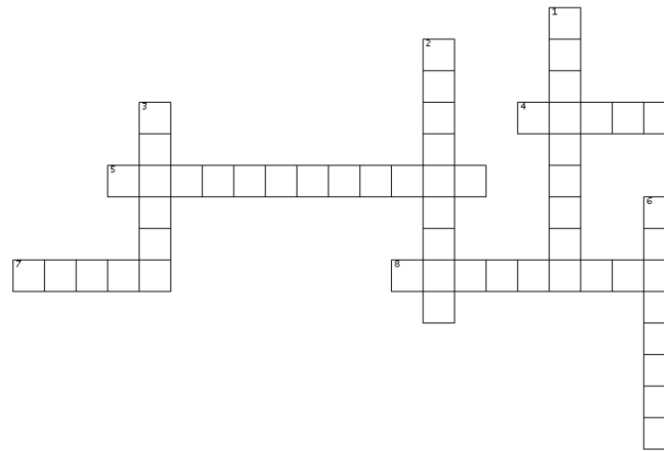
SMART, SAFE GROWTH
GUIDANCE AND RECOVERY AND HAZARD MITIGATION PLANNING FOR THE
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
19 – 28 JULY 2022

Training Module 5 - Train the Trainer

Handout 2

Facilitator Trainer Crossword Puzzle

Activity Time: 3 Minutes



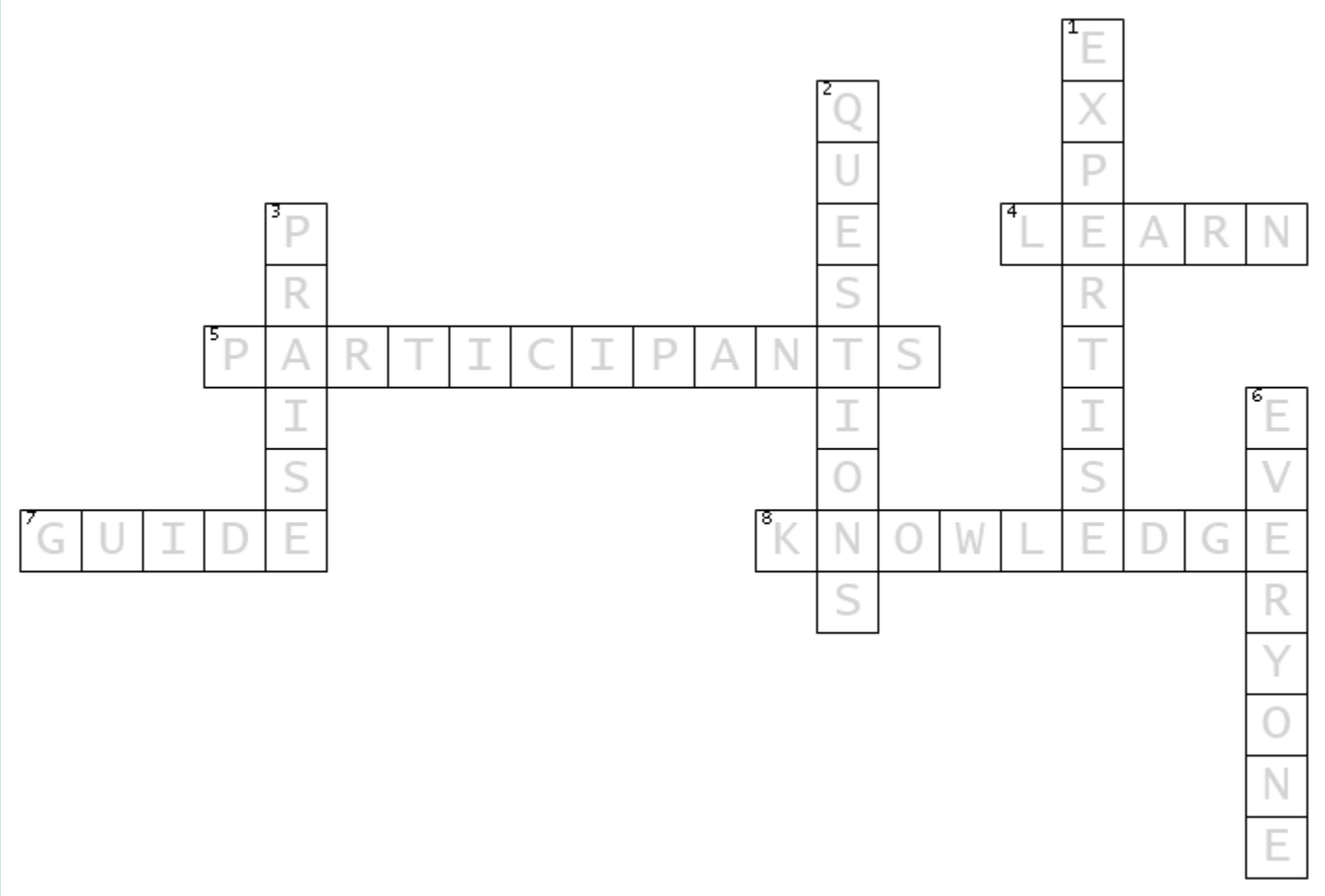
ACROSS

4. The facilitator trainer can _____ from participants.
5. The facilitator trainer encourages learning between _____.
7. Facilitator trainers _____ learning.
8. The facilitator trainer works to increase participants _____.

DOWN

1. The facilitator trainer does not show off their _____.
2. To encourage thinking ask _____.
3. The facilitator trainer uses effective _____ to encourage learning.
6. Participation in learning is expected from _____.

Facilitator Trainer Crossword



Learning Principles

- Environment
- Engagement
- Learning goals



Adults are serious learners once motivated

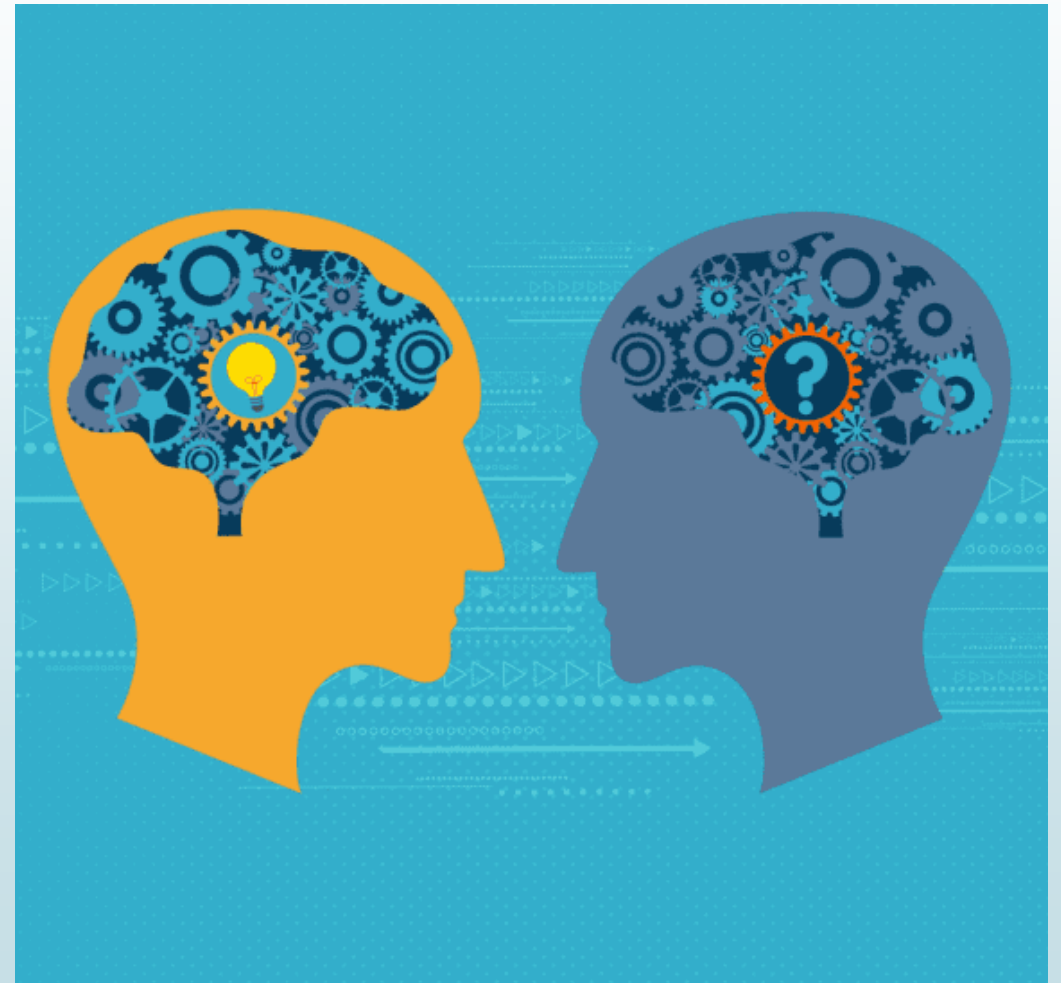


Environment

- **Physically comfortable**
- **Safe for learning**
 - Positive communication – feedback
 - Everyone is learning – mistakes are normal
- **Socially comfortable**
 - Welcoming
 - Ice-breaker

Engagement

- Establish why information / skill is needed
- Make information relevant to their experience / jobs
- Activate training
- Ask questions / encourage 2-way communication
- Allow participants to learn from each other



Learning Goals



**Establish personal
learning goals**



**Review learning
progress**

Training BMPs – Before the Meeting

- Be prepared and know the material
- Select training location
- Set a welcoming tone
- Begin on time



Training BMPs – Set up expectations



Establish meeting rules



State the meeting purpose

Relate training to participant's work



Set Learning objectives



Encourage personal learning goals

Training BMPs – Facilitating the training

- **Regulate training pace and provide breaks**
- **Be active / engaging**
 - Activities that encourage engagement
 - Self-learning activities
 - Attendees teach one another

Training BMPs – Facilitating the training

- **Use positive encouragement**
 - Praise specific achievements
 - Praise often
- **Use constructive feedback**
 - Focus on helping to improve



Activity - Practice giving Effective Praise

- **Specific**

- Make clear what you want to see more of

- **Describe Impact**

- Describe the result of the action/activity

- **Reinforce Identity**

- Use names or refer to the group

- **Congratulate**

Training Module 5 – Train the Trainer

Handout 3

Effective Praise

Activity Time: 10 Minutes

Instructions: Review the aspects of effective praise. Think of a time you recently praised a co-worker. Write your answers for questions 1-3 (3 minutes). Share your answers with another person and discuss questions 4 and 5 (5 minutes). Then write your answers to questions 4 and 5 (2 minutes).

Aspects of Effective Praise

- **Be Specific**
 - Make clear what you find praiseworthy
- **Describe the Impact of the Action**
 - Describe the result of the action/activity
- **Make the Praise Personal**
 - Use their name or refer to the group
- **Congratulate the Person/Group**

1. What did the person do to deserve praise?

2. How did you praise this person?

3. Write down what you said as closely as you can remember.

4. How can you improve providing praise based on the above criteria?

5. Rewrite your praise.

Training BMPs – Ending the training

- Test knowledge / learning
- Final remarks



Conclusion

- Covered ways people learn
- BMPs to enhance learning
- Increase SSG-knowledgeable staff quickly
- Work culture shift toward sustainable development
- You are the change

“Build Back Better”

Means

**“Build Back
DIFFERENT”**

Activity – Check Learning Goals

- Revisit learning goals written at the beginning of the training module
- Reflect if you met your goals

Activity – Presentation Practical

- Break into small groups.
- Your small group will be assigned one of the 4 training modules presented earlier this week.
- Small groups will review the training modules for the learning principles and BMPs and discuss (5 minutes).
- Each person in the group will present 2 - 4 slides.
- You will have 10 minutes to review the slides and presentation notes and practice with your group members before presenting the material to the group.