

Tips for a Successful Training Session



THE KEY TO SUCCESS IS IN THE DETAILS

A great training program is more than just having great facilitators and materials: it's also about creating the right environment. Below are some tips on how to set up a successful training environment.

Select the Right Space

Selecting the right space is very important. Rooms that are too small for the group will make it difficult to move around and engage in breakout sessions. Also, it may be uncomfortable, making it harder for participants to focus.

- The room type should be the **right size** to fit the number of participants, including **space for small group activities**.
- Every participant should be able to sit at a table in order to take notes.
- There should either be small round tables or large rectangular tables arranged in a U-shape. This makes for **better collaboration** in group discussions and breakout activities.
- The room should have **comfortable chairs** for the participants.
- The space should be available 30 minutes before and after the session to allow for setup and cleanup.

Select the Right Time

Sessions conducted at different times can yield different results as people are naturally more engaged and focused at different periods.

- The ideal time for a training session is on a **Tuesday, Wednesday, or Thursday morning before lunch**.
- Trainings are most effective when they last **no more than 4 hours per day**.
- Try to avoid Mondays and Fridays as these are harder to schedule due to vacations. Also, staff tends to be less attentive at the beginning and end of the week.

Select the Right Format

Whenever possible, it is **preferable to conduct training in person** to increase the effectiveness of the interaction.

If staff is not in a geographically similar location and travel is prohibited by cost or other reasons, **consider conducting training virtually** using a teleconferencing tool such as Webex or GotoMeeting.

Have the Right Tools Available

Multiple visuals are needed for successful trainings. Some common tools that should be made available include:

- Internet Access (preferably WiFi)
- Flip Charts
- Dry Erase / Chalk Board
- Projector and Screen
- Audio system for sound
- Wall space to hang paper/posters
- Natural sunlight, if possible
- Space in a quiet area, free from noise & other distractions

Some Extras to Keep in Mind

To keep people focused, consider some of the following:

- If a change of scenery is needed, consider hosting the training at an **off-site location** such as a hotel conference room or flexible office space.
- **Make refreshments, coffee, and snacks available** so participants can be more comfortable.

Use Us As Your Resource

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