

# Trainer's Guide

The purpose of this guide is to help you, as the trainer, to present this module in an effective and lively manner. It contains two parts. The first provides general advice and hints which are relevant to any training event involving adult participants. The second part relates specifically to this module, with reference to the handouts, visual aids and other materials you will need to have at hand.

## Part 1 — General Hints to Trainers

Remember that careful preparation is indispensable for the success of any training activity. It is up to you to plan how long you can spend on each chapter, which of the suggested exercises you will use, which overheads you will show, or which other special activity you will use. Your decision will of course be guided by the needs of your participants and the amount of time you have available.

A module on Basic Training Skills is available to help develop your training skills. Copies may be obtained from the Training Service. What follows is mainly extracted from that module.

### ***Basic principles of adult learning***

An adult audience requires a somewhat different approach from the traditional lecture, or "knowledge dumping." Always bear the following points in mind:

- Learning is most effective when the participants can relate what is being taught to their individual experience.
- It should be an active rather than passive experience, with frequent opportunities for the participants to contribute.
- Through participating, adults should accept primary responsibility for their own learning process, and contribute to the learning of their colleagues.
- It is essential to define the learning objectives at the outset.
- As a trainer, you need to be flexible to accommodate various learning styles.
- Adults learn best in a well-structured, but friendly learning environment.