

LEAD TRAINER OF ID PROGRAM

Deliver the training session designed by club members, for club members



15-90 minutes
(varies)

Objectives of Role:

- Develop a more structured session plan and adjust the program accordingly in preparation
- Deliver the training session designed by club members at the previous meeting

Why does this role exist?

- To offer members the opportunity to develop and deliver a substantial training session, with a strong understanding of what the audience wants prior to delivery

Process

At the previous meeting, members were asked to design a training session they wanted to see delivered. You will use this outline to prepare and present at the upcoming meeting.

In formalising the basic training plan, you have the freedom to adjust/change activities and learning objectives as you see fit, which can then be discussed in the debrief so we can all learn from this.

1. Begin at the learning objectives because you will need to judge anything you plan to do against whether that is the best way to achieve the desired learning outcomes.
- Q: Do you understand the outcomes and what they mean for your learners? If not - check the content section supplied, ask VPE, Google, refer to any references supplied.
2. With a clear understanding of the outcomes and content - review the activities provided and decide whether they alone will meet the objectives, or whether you need to do more and how best to achieve the desired outcomes and/or tie the activities together.
3. Consider whether we are meeting the 4 steps of learning - Connect to learning, Show and Tell, Let them do it, and Stand back and applaud (refer to the slideshare link: <http://www.slideshare.net/sharonbowman/teaching-adults-anything-in-4-easy-steps-8240757> for expanded explanation)
4. Consider whether we are meeting the need to convey information 6 different times, 6 different ways
5. Develop your session plan and gather all the materials you need for the session, including your blank evaluation forms for attendees to complete.
6. Discuss with the VPE how you might be able to connect your presentation with a Toastmasters manual project in order to maximise the feedback available to you personally in your presentation of the training session.
7. Arrive at the meeting early enough to setup yourself up for a successful presentation

Which projects in our Club Training Manual does this role connect to?

Project 1: Define Learning Objectives and Create a Session Plan (p6-9)