

## Ten Tips for New Trainers/Teachers

- 1) Keep lecture to the absolute minimum.
- 2) It is almost always far more important that your learners *nail* fewer subjects than be "exposed" to a wider range of subjects.
- 3) For classroom trainers, the greatest challenge you have is managing multiple skill and knowledge levels in the same classroom! Be prepared to deal with it.
- 4) Work hard to get *everyone* to complete the lab exercises, but NEVER give out the solutions in advance!
- 5) Do group exercises whenever possible, no matter what you've heard.
- 6) Design your exercises with care and forethought.
- 7) Leave your ego at the door. This is not about you.
- 8) Have a Quick Start and a Big Finish.
- 9) Try never to talk more than 10-15 minutes without doing something interactive. And saying, "Any questions?" does *not* count as interaction!
- 10) Don't assume that just because you said it, they got it. And don't assume that just because you said it five minutes ago, they remember it now.

### BONUS

- 11) If you're not passionate, don't expect any energy from your learners. It's not about what YOU do... it's about how your learners feel about what THEY can do as a result of the learning experience you created and helped to deliver.