Trainer DOs and DON’Ts

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| TRAINER DOS AND DON’TS | |
| **DOs** | **DON’Ts** |
| Be on time for your training course. | Arrive late. |
| Check the room and make sure you have everything you need. | Give out materials you will not use/refer to during the training. |
| Have all handouts and auxiliary materials organised. | Start delivering the training over noise and confusion. |
| Greet participants as they come in. | Jump straight into the topic, without proper introduction. |
| State the aim and objectives of the training course. | Gaze at the ceiling or at the floor. |
| Maintain eye contact with the participants. | Ignore participants’ reactions to the content and delivery of your session. |
| Watch for signs that participants are interested, bored, tred, lost etc. | Only use closed questions. |
| Look calm and confident. | Stand still in one place only. |
| Use open questions to triger participation and discussions. | Cover the flipchart when writing on it. |
| Encourage participants to express their opinions. | Read the text on the visual aids. |
| Move around the room. | Introduce major ideas towards the end. |
| Always face participants. |  |
| When using handouts allow participants time to browse and read the handout. |  |
| At the end of the session, do a brief summary of what was discussed. |  |
| Stress the main points and conclusions. |  |

Adapted from: <http://www.unodc.org/pdf/india/publications/guide_for_Trainers/12_appendix3-checklistofdosdontswhenlecturing.pdf>