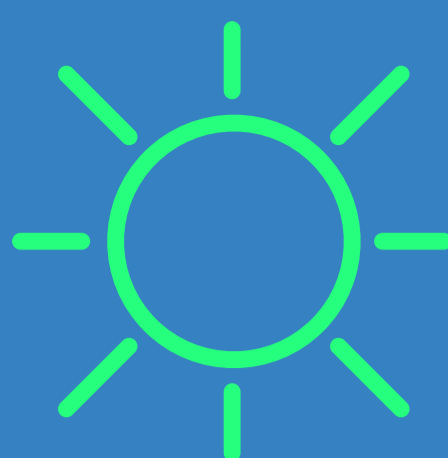


# 6 STEPS TO TO CALM

FOR TRAINERS & FACILITATORS



Trainers can have an enormous impact on people and organizations. But it's easy to be held back from affecting transformative learning by worrying about things we can't control. In fact many trainers are addicted to worry. Here are 6 steps to break the 'worry habit' and achieve more calm as a workplace trainer or learning facilitator.

## 1 ADMIT IT: CRAP HAPPENS

Cut yourself some slack when things go wrong in the classroom. We can't control everything and it's impossible to be perfect. Just do what you can to help learners build their learning, and be agile to support them as needed.

## 2 FORGET THE PRESENTATION

Learners forget most of the trainer's presentation. Sorry - that's what studies show, So, don't try to be an orator or mini-keynote speaker. Instead, focus your energy on helping learners do activities that build learning.

## 3 REMEMBER: IT'S ABOUT THE LEARNER

Learning happens on board the learner - not in a slide deck or at the front of the class. Use fewer slides and spend more time having learners discuss, explore & practice.

## 4 USE EXTRA RESOURCES

We're not miracle workers. In fact a lot of relevant learning will happen after class. So, design resources like job aids and micro learning content to support learners when & where they need it - back on the job.

## 5 STEP OUT OF THE WAY

Learning can be more effective when we step out of the way. Learners have many resources to draw on. So, forget always needing to offer the answer - learners often find them quicker than trainers.

## 6 REFLECT

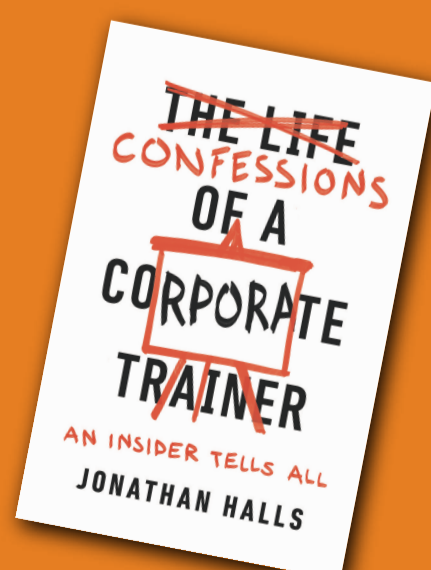
Take regular time out to consider how your techniques as a trainer help learners. And forget worrying about being perfect. It's not about how good we are but how good we can help the learners be at their new skills.

This is a summary of Jonathan's article at [www.JonathanHalls.com/6-steps-to-calm-for-trainers](http://www.JonathanHalls.com/6-steps-to-calm-for-trainers)

## CONFESSIONS OF A CORPORATE TRAINER

Ever had people stomp out of your class? Fallen asleep while facilitating creativity? Made up a training class on the fly? Getting real about training, Jonathan Halls' latest book celebrates what trainers do and encourages us to keep our eye on the prize - helping other people learn.

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