Twelve Tips for Training Transfer

How do you turn participants into learning magnets who simply cannot wait until the next training opportunity? Pay attention to the common complaints of participants (not enough time; waste of time; too much information) and learn!

1. The trainer makes the difference. Typically participants relate more favorably to trainers who have experience in their area. Additionally, participants appreciate trainers who respond to the issues and situations highlighted in the training. Finally, participants want the training linked to real life experiences.

2. Present training as part of a consistent message from the organization. Instruction needs to build – one session upon the other with content from previous sessions reinforced in the current session. Training should reference previous sessions, reinforce content, and draw parallels.

3. Management should learn alongside staff. When management and staff learn together, the likelihood that ideas will be implemented is greatly increased.

4. Provide training in chunks. Schedule training over time with information presented in chunks – small amounts of content with well-defined objectives.

5. Train skills and information that are immediately applicable on the job. Remember the "use it or lost it" mantra. Set up situations where participants engage in immediate practice.

6. The training should set a positive, productive tone and the later application of learning.

7. During the training session, practice active learning principles. Incorporate activities into the session to allow participants to actively engage with the content and with each other.

8. Provide reference materials and job aids for review after the session. Participants welcome ideas, tips, rules, and other materials that facilitate the learning and make application easier.

9. Discuss how to address real life scenarios and barriers. Equip participants to apply the learning in their real world situations.

10. Engage participants in tasks that require actions. Provide easy ways for participants to take notes. Make action planning ongoing and encourage people to highlight, circle, underline, or engage in any activities that will facilitate their being able to apply the learning later.

11. Honor a variety of learning styles. Plan a range of activities that will appeal to participants' varied learning styles.

12. Assign or have participants self select a training partner. Encourage networking and accountability for application as well as provide ongoing learning support.

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PUBLIC SCHOOLS OF NORTH CAROLINA
Debbie Harris Rollins, Ed.D. :: State Coordinator of Professional Development :: (919) 807-3356 :: drollins@dpi.state.nc.us