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# **Training of Trainers/Teachers**

Dr Sunila BHMS,MD(Hom) E mail: <a href="mailto:babuabu@gmail.com">babuabu@gmail.com</a>

#### Aim of training

To impart: Knowledge, Skill, Attitude

#### **Attitude**

- · Attitude once formed cannot be changed.
- But continuous training and reinforcement can change the attitude.

#### **A Good Teacher**

- Facilitator of self-learning than dictator of prefabricated notes.
- · Never teaches but inspires.

#### **Trainer's Mantras**

- I forget what I HEAR
- I remember what I SEE
- I understand what I DO

#### **Effective Learning**

- L Let Discussion Take Place
- E Experience Based
- A Active Involvement
- R Relevant Content
- N Numerous Activities

#### Communication

Verbal: words we hear actually spoken

Vocal: what we hear of the speaker: volume, pitch, articulation etc.

Visual: 100% total impact: sincerity, enthusiasm, concern etc.

#### First impression is the best impression.

- Dress for the occasion; not the one you have.
- Let your dress reflect professionalism.

#### **Verbal Delivery**

Use simple language

Use familiar language & vocabulary.

Your talk should be like a miniskirt; large enough to cover the parts & short enough to make its interesting - V. K. S. Menon.

### **Visual Delivery**

- Facial Expressions & Gestures: should match your words.
- Eye Contact
- Posture and Movement
- Distracting Visual Mannerisms: should be avoided or controlled.

### **Vocal Delivery**



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- Volume
- Rate- the number of words per minute
- Pitch
- Articulation, grammar, pronunciation
- Avoid distracting vocal mannerism

#### Vitality

- Interest
- Energy
- Enthusiasm
- Concern
- Sincerity

## **Structure Of A Training Session**

- Introduction
- Body/ Development phase
- Consolidation

#### Summarize

Ask questions and get the trainees to ask questions

Announce next session

Thank the participants.

#### Introduction

- I INTEREST
- N NEED
- T TITLE
- R RANGE
- O OBJECTIVE

### **INTEREST:**

- Basic requirement of a teacher is the ability to maintain the interest of the audience.
- Asking questions
- · Recounting a personal experience
- · Recalling certain facts
- Telling a humorous story

**NEED:** - How it will help?

#### **TITLE**

#### **RANGE**

How long the training will last

A thumbnail sketch of what will be covered

### **OBJECTIVE**

Clarify the standards expected of them

### **TRAINING AIDS**

Videos



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- Transparencies
- LCD s
- Boards
- Flip charts
- Hand outs

#### **Methods Of Training**

Training Methods	Knowledge	Skills	Attitude
Lecture	?		?
Demonstration	?	?	
1 to 1 training	?	?	?
Group discussion	?	?	?
Role play	?	?	?
Trainee presentation	?	?	?

## **EFFECTIVENESS OF DIFFERENT METHODS**

Teaching Methods	Student Activity	% Remembered
Reading Assignment	Read	10%
LecturesGuest speakers	Hear	20%
Demonstration, Hand outs &	See	30%
Other training aids		
Videos	See & Hear	50%
Group discussion	Talk Over	70%
Role play	Use & Do	80%
Student Presentations 1-1 training	Teach others	90%

# **LECTURE**

## **Advantages**

- Low cost.
- Saves Time.
- Convenient.
- Best way to communicate to a large group.

### **Disadvantages**

- Preparation for teaching takes hours; but 1hour lecture yields 95% evaporation & 5% retention.
- Low retention, only 20% remembered after 24 hrs
- One-way communication makes students passive.
- Problems of the audience: Difference in perception.
- Discourages interaction.
- Cannot teach skills.
- Teacher does not know if the information is being understood.

#### **Tips For Successful Lecture**

Prepare well

Present yourself well

- C CLEAN
  - R RIGHT FIT
  - I IRONED



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- S STAIN FREE/ SPOT LESS
- P PRESENTABLE

Start on time: Develop the essential habit of punctuality for it is most important for high success. Punctuality reflects discipline and proper regard for others. Without it, even the most sophisticated person appears slightly offensive.

Use the first few minutes to set the ground rules

Mobile phones: should be switched off. If unavoidable, in vibratory mode.

#### Breaks etc.

- Keep lectures short (Bet. 20-30mts).
- Tell what you are going to tell
- Tell what you want to tell
- Tell what you have told
- Use visual support medium
- Use questioning technique
- Encourage trainees to ask questions

**Empty your cup.** A full cup cannot accept anything more. Similarly, a person who believes that he had learnt a lot cannot learn anything else & will stagnate quickly and not move to higher levels. Even the teachers have teachers.

#### Reference:

- www.wikipedia.com
- www.yahoo.com
- www.google.com
- www.similima.com

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