

# **HOW TO MESS UP YOUR TRAINING: STEP-BY-STEP GUIDE**

1. Assume you know what your learners know and what they don't. Skip learning needs assessment, it will just complicate things.
2. Focus on theory, do not waste time connecting it to your learners' needs or showing how it will solve their problems. It might be useful to plan one quick exercise at the end, but only if time allows.
3. Assume everybody in your group sees a lot of added value in your training, wants to be there right now, isn't tired / jetlagged / hungry / crazy in love. Your training is the center of their attention and there is no need to keep them engaged.
4. Don't do dry runs, they are overrated, especially in online events. Spontaneity is your key to success. And if needed, your group can wait while you set up that breathtaking PowerPoint presentation.
5. Bring the best subject matter experts to facilitate your training because they know so much! Give each of them at least 90 minutes to tell the group everything they know. Remember to ask the group at the end if they have any questions.
6. Provide instructions that allow for interpretations. They're adults and should be able to figure out how much time they have for an activity, how they're expected to report back or how exactly they should break into groups.

7. Ask your learners about their learning styles and adjust your whole training strategy to visual, audio, whatever style. If somebody says they're tactile and learn best when cuddling with a puppy – invest!
8. Don't overdo with the PowerPoint: the rule of a thumb is 1-2 slides per each minute of your session. When presenting, try to read from your slides as much as you can. This will also help you to match different learning styles, some people like it when you read to them.
9. Do enhance your instruction with jargon - you must establish your authority. If you need to digress, feel free to tell all those stories from the field, no matter whether they relate to the subject or not.
10. Be flexible with agenda, it is ok if your session is an hour longer, because this information is super important to participants, and they all love to hear what the facilitator has to say - even while their lunch is getting cold.
11. Meaningful evaluation of your training is important: Ask your learners at the end whether they liked the room, the food, and you. If you really want to make an extra effort – ask them if they think they learned something new.
12. Ask all your colleagues at the event to take care of logistics or technical problems whenever they have a minute. There probably won't be so much trouble that you would need a specially assigned person for tech support.

*For support with designing a meaningful learning event, contact the Surge Learning Team at [surge.learning@ifrc.org](mailto:surge.learning@ifrc.org) or [evgenia.generalova@gmail.com](mailto:evgenia.generalova@gmail.com)*