

# **Training to Train**

*(Teaching techniques)*

On the ASTEN, not only is the NCS a trainer, but each participant has an opportunity to train others. By your conduct and your comments during the net, you train others. Together we all make up a team.

As we begin to train others on a regular basis, we need to consider many things that are difficult to quantify. The reason they are hard to quantify, is that each of us, learns at a different rate, and in one of several different ways. I will share with you this evening, six techniques to have in mind when preparing training material. Feel free to take notes for these main techniques and use them as you feel helps you. The six more common learning/teaching techniques are:

## **1. Stick to the subject.**

As you teach, you will find specific examples that work very well in emphasizing a given point. Examples, used to make a point, are good. So long as you spend more time with the main material than on the examples (commonly called "war stories"), with no disrespect to a good war story (-:.

## **2. Vary your speed of the presentation.**

Highly technical information should have a slower presentation rate while simpler material should be covered more quickly. Take extreme care to realize what is simple to some, may be quite complex to others. If you are explaining something that you think people should be taking notes on, then by all means make sure you deliver it; at a speed, which gives them the time to take notes.

## **3. Organize your material.**

The standard "timing" for program preparation is at least two hours of preparation time for thirty minutes of presentation time. This will vary with practice, and your familiarity with the material, but about a 4 to 1 ratio is normal.

## **4. Have a specific learning goal in mind for each program.**

The responses you receive from the participants will help you make an accurate assessment as to whether the learning goal has been reached. If the learning goal has been reached, then it's time to set another goal. In other words, don't beat a dead horse. If it is obvious from the comments that the learning goal is still in the distance a bit, consider covering the subject another night, until the learning goal is met. i.e. A newly called pastor was asked by one of his deacons, after he had delivered the same sermon for three weeks in a row, if he had any other messages he might share with the church, starting to get afraid he might not have but the one. The pastor's reply, oh, I have a year's worth of good stuff just waiting for you, but I thought I should keep giving this one until more of you learn to follow it.

**5. Keep it short.**

The most effective presentations are short, concise and handle one main subject. If net participants can leave your training with useful information that they can understand and use, you have done them a great service and they will continue to take part.

**6. Above all else, try to have fun while you teach.**

It has often been said that you learn more about a subject when you teach it. That is true and it can be fun.