3 Essential Components for Creating a Training Programme or Workshop (also can be applied to designing presentations or meetings)

1. Experience: prepare participants for learning. Need time to settle in, to focus eg: the trailers at the cinema
2. Present 'How' content. Let participants do / play. eg: quiz, poll, interview each other, draw. What do they need to know? What's essential? Do something with what learning eg: reflect, discuss, space to interact
3. Allow participants to apply new knowledge. eg: Ask what will do with what learned. What stands out? Aha's. What resonates for you? What action will you take now? How is what learned going to change your life?

Remember
- ❖ participants will **only take away 1** or at the most 2 key points.
- ❖ to **welcome glitches** because it's not if BUT when they will happen

3 Pillars to support great workshops, trainings, presentations even meetings

Fundamental truth	At the heart	Fundamental truth
NEVER do for learners what they can do for themselves	**REMEMBER** it's not about your content. It's about the learners and their learning. Adapt in the moment. **TOP TIPS** ➢ Learn the participants voices ➢ Learn & use the participants names ➢ Who would like to share? ➢ Reflect back what has been said ➢ Make delegates feel valued, heard, affirmed ➢ Link content to what is said in the moment ✓ Programme design & delivery are interlinked ✓ Good design needs good performance ✓ Essential to be learner centred v presenter driven	**IF** … I tell you it is mine. **IF** … you discover it for yourself it is yours. **IF** … you own it … it sticks

The foundation - only **1 SIMPLE & CONCISE key message** – the title **Ask:** why is programme being offered? If on a desert island only one message can go in the bottle which would that key message be?