

TRAINING TECHNIQUES

Variety in the type of training techniques used adds interest to the session. Some subjects can be adapted more easily to certain training techniques than others. Select the Technique best suited to the subject to be presented.

BUZZ GROUPS. Used to promote a quick exchange of ideas. Participants are divided into small groups which meet for a short period of time, usually as part of a longer training session. They consider a simple question or problem, offering ideas and solutions. The ideas are then presented to the total group by each of the small groups to promote further discussion. Buzz groups are usually kept within the same room so they can be recalled easily.

BRAINSTORMING. Brainstorming is a method of problem solving in which group members suggest in rapid fire order all the possible solutions they can think of. Criticism is ruled out. Evaluation of ideas come later.

CASE STUDY. Where a realistic situation or a series of actual events is presented to the participants, either orally or by a handout, for their analysis and possible solution to problems they identify.

DISCUSSION. Where a group examines or explores a topic by means of an exchange of ideas or viewpoints. Requires an experienced discussion leader to keep conversation on the track.

DEMONSTRATION. Where a person or several people show participants how they should carry out a task or tasks. These tasks usually relate to skills. After the demonstration, the participants practice the skills themselves.

LECTURE. Where one person conveys information to the participants by talking to them and sometimes by using training aids. There is no participation by those listening and consequently there is little feedback.

ROLE PLAYING. Where members of a group are presented with a situation where they are required to act out the roles represented in the situation. Participants are more inclined to express their true feelings when they are playing the role of someone else. The way in which the situation is resolved is analyzed and evaluated by other members of the group.

SIMULATION. Used to recreate the environment in which the participants would normally carry out a job and the situations which might arise. Role playing is a simple form of simulation.

TALK. Similar to the lecture, except that there is usually involvement by participants and some feedback through questions and answers or brief discussion. Often presented with the help of visual training aids such as those listed below:

Slides	Films	Filmstrips	Flannel Board
Chalkboard	Flip Charts	Posters	Charts
Flash Cards	Bulletin Boards	Exhibits	Photographs
Scrolls	Publications	Sketches	Overhead Projections
Computer Projections			