

Job Aid

12 Habits for Success: A Checklist

The following checklist summarizes the habits described in greater detail in this *Infoline*. Use the checklist to establish new habits and improve your success as a trainer.

1. Prepare for training delivery by

- ensuring the environment is ideal for learning
- learning to use your equipment
- practicing your presentation.

2. Align solutions with objectives and needs by

- using a needs assessment
- determining root causes and considering alternatives.

3. Effectively convey objectives by

- sharing objectives with participants before, at the start of, during, and after the session.

4. Use various learning methodologies by

- including a new instructional method
- observing another trainer for new ideas.

5. Facilitate learning by

- creating discussions in the training room
- creating experiential learning activities.

6. Encourage participation and build motivation by

- using small break-out groups
- reinforcing correct responses
- increasing expectations of participant interactivity.

7. Establish credibility by

- sharing something about yourself
- not acting as though you know it all
- following up on all requests promptly.

8. Manage the learning environment by

- using excellent communication skills
- balancing participation, maintaining interaction
- addressing problems immediately.

9. Deliver constructive feedback by

- reinforcing participants as they succeed
- providing honest feedback about progress
- giving corrective feedback delicately.

10. Create a positive learning climate by

- learning and using participants' names
- allowing participants to learn about you
- encouraging participants to ask questions.

11. Ensure learning outcomes by

- coaching the management team
- gaining participant commitments to action near the end of the session
- following up.

12. Evaluate solutions by

- determining how evaluation information will be used
- selecting an appropriate level of evaluation (Kirkpatrick's four levels)
- sharing evaluation information with appropriate stakeholders.