WORKSHOP SESSION SUMMARY
POST-CONFERENCE PROCEEDINGS
2018 National Trainers' Exchange

Workshop title: Learning Retention: Rewards From Adopting A Micro-scale Approach to the Classroom Experience
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Workshop Summary:

The goal is to make refresher training a positive memorable experience for the participants with dividends extended to the employer and community. Executing the intended results is largely predicated on the trainer exhibiting leadership traits. A trainer's desire to pursue skills-set development is essential in demonstrating commitment to deliver both current events and resources applications content. Employing this baseline ethic speaks to volumes in defining the merits of the training. Keeping the number of participants to a manageable level in a professional and comfortable setting with minimum distractions further adds to the value of this training. Outlining contingencies for potential classroom disruptions can additionally provide credibility to the training experience. The small group engagement combined with the hands-on use of resources provides the platform necessary for realizing desired rewards during a real time evolution.

Methods:

1. *Immediately instill team engagement with personal introductions amongst participants.*
2. *Deliver a succinct PowerPoint review of knowledge essentials combined with recent developments.*
3. *Clearly express team exercise expectations.*
4. *Break-out in teams of three to work through a realistic scenario.*
   (Preferably scenarios that have meaning to the participants.)
5. *Establish a strict time limit to project realism.*
6. *Assign defined roles to each participant as determined by the trainer.*
   – Express the importance of verbal communications amongst all participants.
7. *Stress the importance of electronic and printed resources to help with a successful evolution.*
8. *Identify the trainer's role during the group exercise as that of monitoring progress and offering minimal assistance during a lull in the process application.*
9. *Have each team present findings by their scribe and allow for questions and comments from each team.*
10. *The trainer closes out the session with a constructive summary of team and individual performance.*

ADVANTAGES:

1. *Role playing in a realistic table top setting that strengthens self-confidence and team confidence (respect for each other).*
2. *The competitive nature of engagement encourages each team to do their very best which makes everybody a winner.*
3. *Close-quartered structure requires everyone's participation.*
4. *Each team offering constructive commentary on their process and findings creates a landscape for improvement.*
5. *Team scribe although not directly engaged with hands-on resources use becomes an oversight asset.*
6. *Integration of printed material and electronic device apps with proper understanding of their interface strengths and shortcomings.*

DISADVANTAGES:

1. *Use of electronic device apps remains not fully embraced and therefore diminishes multi-dimensional investigative opportunities*
2. *Whomever is given the role of team scribe misses being directly involved in the hands-on resources use.*

Main Points/ Key Points Raised from Participants:

1. *The majority felt very comfortable with the small group approach.*
    -   *The one exception had never received initial training.*
2. *Having the printed materials placed on the team tables in advance was exceptionally welcomed.*
3. *The trainer's leadership role, likened to an IC, was a refreshing touch.*
4. *Verbally communicating findings adds another dimension for assessing the scenario findings and offers another outlet for learning retention.*

References:

The presentation exclusively reflects upon my twenty years of experience as a federal government affiliate contractor trainer. Additionally, I improve upon my training methods by annually updating subject knowledge and training skills.

The exercise material used in the presentation is cited in the accompanying PowerPoint.

Workshop Handouts/ Resources: NONE