BEST B. E. T.S
(BASIC ESSENTIAL TIPS)
FOR NEW TRAINERS
(AND OLD)
Introductions

Trainers/Facilitators

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Book
Movie
Song

Ken Doby - Colorado

The Beginning
Where are you from?

Use Chat to enter What State or Country are you from?
WHO DO WE HAVE WITH US TODAY?

- Adult Protective Services
- Criminal Justice Professionals (Law Enforcement, DA, Judges)
- Health Care Professionals (Home Health, Hospitals, etc)
- Domestic Violence & Sexual Assault Professionals
- Professionals and Volunteers in the Aging Services Network
How Much Training do you do?

- I am a full time trainer/curriculum developer.
- I train part-time but have other duties as well.
- I training is only a small portion of what I do.
- I don't train at all but am interested in doing so.
- I’m only in this workshop because Laurie & Paul are a lot of fun.
Participants will:

- participate in some Transfer of Learning exercises.
- learn a few basics of adult learning theory to help them in future training development.
- be provided 3 adult learning techniques for setting up the learning environment.
- engage in and learn, fun activities for giving the brain a break.
- have the opportunity to share Tips from their trainings.
I do, you watch
I do, you help
You do, I help
You do, I watch
Topics

You Train?

Put in Chat a topic you train
License to Learn

Nov-20

L&P4APS

Hawaii

Oklahoma
SUPER HERO

Super Power
What do Training Programs Look Like?

<table>
<thead>
<tr>
<th>Structured</th>
<th>VS</th>
<th>Non-structured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strict Timeline</td>
<td></td>
<td>No Timeline</td>
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<tr>
<td>Supervisor as Trainer</td>
<td>VS</td>
<td>Peer-to-Peer Training</td>
</tr>
<tr>
<td>Established Curriculum</td>
<td></td>
<td>Eclectic Approach</td>
</tr>
</tbody>
</table>
Participants Types

- Vacationers
- Students
- Prisoners
“Are there any of these qualities that those we provide training for, want to see in us?
Professional Trainer
or
SME (Subject Matter Expert)

Which one are you?
Take Breaks

- Take them often
- Empower the participants
- Use soft non-stressful music during breaks
Mini Mental Breaks

Wuzzels
Wuzzles
I hear and I forget
I see and I remember
I do and I understand

Buddhist quote

Handout #3
Kolb's learning styles

Concrete Experience
- Feeling

Perception Continuum
- Processing: how we think about things

Accommodating
- (feel and do)
  - CE/AE

Diverging
- (feel and watch)
  - CE/RO

Converging
- (think and do)
  - AC/AE

Assimilating
- (think and watch)
  - AC/RO

Abstract Conceptualisation
- Thinking

Handout #4

© concept david kolb, adaptation and design alan chapman 2005-06, based on Kolb's learning styles, 1984
Not to be sold or published. More free online training resources are at www.businessballs.com. Sole risk with user.
Characteristics of Each Style

**Accommodating** -
- Getting Things Done
- Leading
- Taking Risks
- Initiating
- Being Adaptable
- Being Practical

**Diverging** -
- Being Imaginative
- Understanding People
- Recognizing Problems, Brainstorming
- Being open-minded

**Converging** -
- Solving problems
- Making Decisions
- Reasoning
- Defining Problems
- Being Logical

**Assimilating** -
- Planning
- Creating Models
- Defining Problems
- Developing Theories
- Being Patient
Principles of Adult Education

Adults are
- goal-oriented
- Problem centered
- Relevancy
- Need to be engaged
- Choose to learn
The Adult Learning Theory - Andragogy – of Malcolm Knowles

- KNOWLES’ 5 ASSUMPTIONS OF ADULT LEARNERS

- KNOWLES’ 4 PRINCIPLES OF ANDRAGOGY

Handout #5
Barriers to Adult Learning

- Fear of making mistakes
- Non-relevant materials
- Lack of participation
- Fear of change
- Formal atmosphere
Different Learning Styles

- Visual
- Auditory
- Kinesthetic

Handout #6
What Kind of Training Method

Matches the Different Learning Styles

Auditory
Visual
Kinesthetic
ANALOG VS DIGITAL

E-learning vs Instructor Led Classroom
THE VIRTUAL WORLD OF TRAINING

THE VIRTUAL WORLD

- Virtual Classrooms – (ZOOM)
- Webinars
- E-learning Modules
THE BEST OF BOTH WORLDS – BLENDED LEARNING

In-person

Blended

Virtual
Setting the Tone

➢ Use color for mental stimulus
➢ Parachute Cloth
➢ Posters with Key Learning Points
➢ Props
The more creative the better but they should always help to make a point.
Setting the Mood

- Check out your equipment!
- Rounds or Classroom
- Participants need and want copies of your presentation
Questions
Everyone wants to know!

- Road Map
- Agenda
  - Start Times
  - Breaks and Lunch
  - End Times
  - Bathrooms/ smoking
- Phones

Bob Pike
Did we mention “Take Breaks”?
Mini Mental Breaks

- Music Trivia
Mini Mental Breaks

• Using Movies for Breaks
Videos and Video Clips

- Purpose:
  - topic focused
  - Reiterate training point
  - Length
  - interactive exercise
Story Telling

- Relevant
- Short
- Impactful
- Interesting
- Anchor
• Undue Influence

“TARGETING”

Superman Returns
## Emotional Vocabulary

<table>
<thead>
<tr>
<th>Low Intensity</th>
<th>High Intensity</th>
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<tbody>
<tr>
<td><strong>Fear</strong></td>
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</tr>
<tr>
<td>Apprehensive</td>
<td>Afraid</td>
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<tr>
<td>Concerned</td>
<td>Alarmed</td>
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<tr>
<td>Tense</td>
<td>Anxious</td>
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<tr>
<td>Tight</td>
<td>Fearful</td>
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<td>Uneasy</td>
<td>Frightened</td>
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<td></td>
<td>Terrified</td>
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<td><strong>Sadness</strong></td>
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<td>Apathetic</td>
<td>Abandoned</td>
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<td>Bored</td>
<td>Discouraged</td>
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<td>Drained</td>
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<td>Mixed up</td>
<td>Hurt</td>
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<td>Lost</td>
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<td>Crushed</td>
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<td>Depressed</td>
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<td>Despairing</td>
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<td>Humiliated</td>
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<td>Miserable</td>
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<td></td>
<td>Overwhelmed</td>
</tr>
<tr>
<td></td>
<td>Tortured</td>
</tr>
</tbody>
</table>
Reflecting Emotions Activity

- Listen to the vulnerable adult.
- Write a statement reflecting his emotion.
“So the first thing I knew, I got cracked. I got a black eye. He knocked me on the floor. (From Norman Jr.?) From Norman Jr. I could have signed a complaint then but the thing was, if I signed a complaint I was afraid that when I go home, they are gonna beat me up.”
“If I go back, it will last so long. And then, something will happen again. And maybe they’ll kill me one of these days. I couldn’t say but you never know. I don’t want to see them put in jail. Let ’em go home with my wife and that’s it. I’ll never go see them no more.”
“It’s not like being with your wife and two sons. I don’t like to go. I’d rather stay with them until the day I pass away.”
Verbal/Emotional Abuse Dynamics

“Golden Years”

Play Video
5Min 51Sec

Goldpitt Productions-1994
Humor to help relate a topic

- Legal Training
Managing Testing

- Classroom Performance System - electronic testing
- Consistency in test development
  - Scoring
  - Pre and post tests
  - Evaluation of trainer
    - Were objectives assimilated by participants
Reflection

- Skills
- Tips
- Techniques

No budget suggestions
Last Thoughts

- Don’t get defensive… if the audience brings up problems, tell them you’ll check it out then do it!

- If you’re uncomfortable, rehearse with someone who can give you feedback.

- Stick to your time frames - it’s much easier to talk too long than it is to be too brief. That’s why practicing your presentation is important.

- LOOK THE PART! Dress up in something that is comfortable and appropriate!

- Avoid repetitive hand gestures or body movements if you can… they’re more likely to occur if you’re uncomfortable. This includes verbal ticks as well. Ie: OK, umm, aah,

- Take more information than you need. An extra exercise related to the subject matter. A copy of the law and policy plus the Q&A
A Few Last Thoughts

- Outline your ideas, don’t try to script your presentation. Adults....We *do not like* being read to!

- You need to have a beginning, middle and end to your presentation:
  - Tell ‘em what you’re gonna tell ‘em
  - Tell ‘em
  - Then tell ‘em what you told ‘em!

- Maintain eye contact

- SMILE!

- Have FUN!!!!!
I do, you watch
I do, you help
You do, I help
You do, I watch
Don’t Get in a Hurry
What’s One thing you can take away from this workshop and use “tomorrow”?
Questions?
Here’s how you can reach us

Trainers/Facilitators

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Mahalo!!!!

From

Laurie

and

Paul
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(BASIC ESSENTIAL TIPS)
FOR NEW TRAINERS
(AND OLD)
Videos

- “Golden Years” – Goldpitt Productions-1994

- “Elder Abuse- 5 Case Studies” – Terra Nova

- “Superman Returns” (clip)

- Caltex commercial (w Charles Bud Tingwell) [2000]

- “My Cousin Vinny” [1992](clip)