

Drinking Water and Wastewater Technical Training Fact Sheet

Training (Course) versus Presentations

Characteristic:	Technical Training	Presentation
Measurable training goals or objectives (i.e. what will the learner be able to do after this session?)	X	
Used to explain concepts and teach tasks	X	
Consistent interactivity between the instructor and participant	X	
Small chunks of information with opportunities for the learners to practice the concepts and receive feedback before moving on	X	
Measurement of learner comprehension through scenario/problem solving or skill check exercises, performance demonstrations, exams/quizzes, or completion of a project	X	
Frequently based on the results of a needs assessment	X	
Typically used to summarize information such as study results or product features.		X
Information dispensed in a given timeframe without regard for learner comprehension		X
No expectation of learner input and participation		X
PowerPoint used as the primary handout		X
Case Studies	X	X

From the comparison above, you can see that technical training involves much more learner/teacher interaction and includes the measurement of the learner comprehension. On the other hand, a presentation is intended to convey information without regard for the audience's grasp of the material.

The following page presents more information on technical training.

Technical Classroom Training Tips

- **Periodically ask the students to answer key questions about the material to get them to apply the information.**
- **Have students solve practice scenarios:**
 - This can involve a handout with mock system circumstances and corresponding questions to answer about the situation.
 - After allowing the participants time to answer the questions individually or in groups, review the expected answers.
 - Practice exercises aid in learning since students have a break from listening and have an opportunity to process and practice the technical information.
 - During a testing situation, many students become stressed. Use application scenarios or small group exercises instead of tests to facilitate learning and check for comprehension.
 - Give students an opportunity to practice applying technical information after every 1-1.5 hours of listening.
- **Give students a handout that contains the technical information you are covering.**
 - This gives the students a reference for later use. Handouts can provide information that is too detailed for PowerPoint slides.
- **Don't have more course objectives than you can reasonably cover during the course with time for practice included.**
 - Technical training contains a myriad of details. If you find yourself saying "We don't have *time* for people to practice this information because we have too much to tell them", it may be time to separate the course into two courses.
 - Also, think about what information can be moved to a workbook appendix which is referenced during the course, rather than covered in detail.
- **Practice a dry run of your technical training on co-workers (include someone from your intended audience if possible). This will help you with several important issues, including timing and determining if certain key points need more clarification.**
- **Don't put too many students in a classroom (beyond 35 or 40 it becomes increasingly difficult to effectively interact and assess the students).** If more than 40 students are in attendance an additional instructor or assistant should be available for facilitating and assessing the students.
 - Plan for the appropriate room space including enough table space for handouts and writing.

9-Step Course Design Process:

- Step 1 - Create an Introduction with Overall Training Objectives
- Step 2 - Create a Motivation
- Step 3 - Analyze content
- Step 4 - Create examples
- Step 5 - Make it relevant
- Step 6 - Create a method to check for comprehension
- Step 7 - Create a Summary
- Step 8 - Create transitions between concepts
- Step 9 - Make it interactive!