

## Trainer Tips and Tricks Log

Do you measure the effectiveness of your training beyond course evaluations? If so, what do you do / how do you measure it?

Use DLC to deliver evaluation

DLC to report responses within training team discussion results

Meet with managers to level out classroom learning with OJT

Division /agency wide annual needs assessment report on process and direction in the future.

Perform tasks/learning

Smile sheets/reaction evaluations

Data analysis

Behavior change

Organizational Impact

Reduction cost

Reduction in grievances

Increased time efficiency

Improved clear and concise documentation notes

Level 1-3 through evaluation forms, games/quiz, turning point, pre-post test, observations and demonstrations

What is the most inventive way that you have used technology in the classroom?

Simulations/Demonstrations

Question/Clickers

Poll Everywhere

Virtual Training

Videos

Avatars

Describe the most interactive computer-based training you have ever created.

Pathways (HIPAA)

Imagery

On-screen activity

Interactive on-line forms (SCOB)

Live Demonstration (T&L, estar, excel, word, docstar)

Have you ever produced your own training videos? If so, describe what software was used and how you used the video (was it loaded to DLC, added to a CBT or did you play it in the classroom)?

Video to articulate to dlc

Do DHR have video resource

Use articulate tutorials to learn

Use Youtube to learn how to produce a quality video

Storyboard for the video

Equipment audacity is used for audio

Cellphone for video

Communication team to produce video

What are your favorite / the best icebreakers?

Sorts and Mingles  
Scavenger hunts/Bingo  
Mocktail Party  
Fast and Moving

What is your favorite / most successful review game?

Team Sticky note trivia  
Jeopardy  
Family Feud  
Price is Right  
Lock and key

How do you separate your classes into small groups?

By birthday month  
Color of M&M candy or type of candy bar  
Popsicle sticks  
Zodiac sign  
Computer skill level  
Learning style  
Team captain

Do you use fidget toys or other incentives like candy in your classroom? If so, how have you found that impacts or assists with training focus/participation?

Stress balls  
Candy/chocolate

Do you play music in your classroom? If so, what kind of music and when?

Yes/ use it as an entrance and finish to team exercises  
Stuff that relates to content  
For extended quiet like when reading or working independently

What is the worst problem behavior that you have experienced in your class and how did you handle it?  
Would you handle the same behavior differently in the future? If so, what would you do differently?

Body odor issues – one on one conversation/provided information on hygiene and various resources and explained it was going to need to be fixed to return to class.  
Know it all – acknowledge their contributions and ask for assistance  
Prisoners – listen with a time limit and address them one-on-one.  
Turns into gripe session  
Cell phone texting  
Disengaged  
Share personal experiences/therapy session  
disclaimer/housekeeping/parking lot/ground rules/communication prior to training

Disrespect – 1:1

Kick them out

Cell phones – ground rules

Bully-ish – Separate or support

### Jammin Salmon extra

Seize the day! Here are my notes:

- Take a “bio break”
- Use survey monkey for evaluations
- Small groups by birth months, candy bars, M & Ms
- Review games: team sticky notes, Price is Right,

Thanks for a great first STAND meeting! Here’s what I had written down on my Jammin’ Salmon sheet:

- Survey prior knowledge to assess participant needs prior to training
- Stump the Trainer/Other Team review activity
- Level 3 (Demonstrate): Follow-up survey distributed 30 days after training to participant and supervisor