

**This Blog**

About  
Email

May	June 2006					Jul
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

**Search**
 **Go**
**Archives**

June 2006 (32)  
 May 2006 (29)  
 April 2006 (30)  
 March 2006 (39)  
 February 2006 (41)  
 January 2006 (26)  
 December 2005 (26)  
 November 2005 (8)  
 October 2005 (6)  
 September 2005 (2)  
 August 2005 (7)

**News**

These postings are provided "AS IS" with no warranties, and confers no rights. You assume all risk for your use.

» Blogs that link here



Canada's Association of Information Technology (IT) Professionals

**Resident Bloggers**

Stephen Ibaraki  
 Industry Analyst  
 FCIPS, I.S.P., DFNPA, CNP,  
 MVP



Barnaby Jeans  
 IT Pro Advisor  
 Microsoft Canada

**Top 10 Attributes for an Effective Trainer: Top 10 Keys for Effective Training-Part 2/2**

In a discussion I had with Thomas Moore, a top-tier developer, consultant, trainer and author, I asked him to share his 10 tips for trainers and for training. In [part 1](#) of this two-part series, Thomas describes those attributes that have made him a well-respected trainer.

Here are Thomas's top 10 attributes for Effective Training:

1. Effective training begins with the ability to establish a rapport with your audience. You must be able to analyze the group you are working with and come at the material from an angle they will understand and be able to relate to.
2. As an effective trainer you must establish yourself as an expert in the field early in the presentation. Sometimes this is simply an introduction of yourself and what you do but in a classroom where the students are more knowledgeable you will need to go deeper into your background and accomplishments.
3. Know the material you are presenting and lay it out in an orderly fashion. If you feel comfortable doing so, practice in front of a mirror or present the material to your peers. Practice your examples and demonstrations so that you know them by rote.
4. Being able to think on your feet is an important aspect of a successful trainer. Inevitably things will go wrong in a presentation and you will have to be able to cope with the issues and work through them with many people watching your every action.
5. Be honest with the group you are presenting to. If you don't know the answer to a question, admit it. You can always respond with: "I'm not sure but I will check into it". You gain the respect of the audience and establish yourself as a human being, not some kind of hero. Always, however make sure that you DO check into it and that you get back to the individual who asked the question.
6. Have a purpose for your presentation. Share your expectations with your audience. Divide any presentation into segments and establish criteria for each segment that you attain with the group you are presenting. Ensure that the subordinate goals are reached by the audience before leaving a section to move on to the next.
7. When training you must keep topics on track deviating very little from the scope of what you are presenting. You will receive queries from your audience that will provide for some minor wandering off topic but you must be able to steer the material back to the original content.
8. One key to a quality presentation is to have an assortment of examples and analogies. It is often helpful to draw upon your own experience even when in unrelated areas. To illustrate complex concepts you must draw comparisons to a variety of easily recognizable elements.
9. In front of the classroom you must be able to express each concept in terms the student can relate. Often this will require restating information using a more elementary perspective. When questioned you may even need to express the thought in a third or fourth manner. A great deal of patience will assist in handling this diversity.
10. A strong finish is needed for any delivery to be successful. You must be able to summarize, restate and clarify the entire lesson in a concise manner. Using some posing queries you must analyze the audience to ensure that they have captured the material and will be able to apply the concepts learned.

I welcome your comments here or send me an e-mail at [sibaraki@cips.ca](mailto:sibaraki@cips.ca)

Cheers,  
 Stephen Ibaraki, FCIPS, I.S.P.

Published Thursday, June 22, 2006 8:40 AM by [cdnlmgr](#)

**Comment Notification**

If you would like to receive an email when updates are made to this post, please register [here](#)

You can also stay up to date using your favorite aggregator by subscribing to the [CommentRss Feed](#)

**Comments****# re: Top 10 Attributes for an Effective Trainer: Top 10 Keys for Effective Training-Part 2/2**

Friday, June 23, 2006 1:13 PM by [jointer](#)

Thomas, the 20 points that you have listed reads like a manifesto for teaching/training and clearly demonstrates the practical knowledge that you have gained. As someone who teaches myself, I would dearly love to aspire to all 20. I know that I will be going through the list and trying to assess myself against each one to identify where I need to be better.

In many cases I have small classes so what I try to do within the constraints of time and the program is to customize my sessions to make it as directly relevant as possible. A good example might be if I am teaching Access or Excel, I will try and get the class to work on a much simplified version of a real world project brought by one of the students. Pre-canned examples may illustrate features but don't hold anything like the same degree of interest, and therefore learning effectiveness.

I also like to ask the students questions on a regular basis about something that has been covered earlier, especially in context of any new material. It provides feedback for me as to whether I am getting the message across and useful revision for the students. Some repetition never hurts when it comes to



John Oxley  
Director IT Pro Evangelism  
Microsoft Canada



**Guest Bloggers**



**Navigation**

- Home
- Photos

**Post Categories**

- Adam Cole (5)
- Career Tips (4)
- CC Blogged Down (14)
- David Canton (4)
- DJ Dunkerley (5)
- Events (18)
- Graham Jones (19)
- Guest Bloggers (117)
- Industry Perspectives (16)
- Interviews (33)
- IT Manager Interviews (3)
- Jacqueline Hutchinson (3)
- Mitch Tulloch (4)
- MS News (16)
- Newswire (2)
- Partners (1)
- Stephen Ibaraki (96)
- Training (4)
- Val Matison (4)

remembering!

Many thanks for your very useful contribution.

Cheers  
Graham Jones

---

**# re: Top 10 Attributes for an Effective Trainer: Top 10 Keys for Effective Training-Part 2/2**

Sunday, June 25, 2006 3:43 PM by [Marie](#)

Interesting points from a trainer's perspective. I usually find that the most effective trainers keep to topic but are flexible/dynamic enough to keep all participants (of various abilities) interested.

---

**What do you think?**

Title *(required)*

re: Top 10 Attributes for an Effective Trainer: Top 10

Name *required*

Your URL

Comments *(required)*

Remember Me?