



Additional Training Tips: *Preparing for & Scheduling the Session, Facilitation Tips, etc.*

- ◆ Students should be paid for any time spent training.
- ◆ It is always a good idea to provide food at the training session. Students are probably more likely to attend the training if they know in advance that food will be served!
- ◆ It's a nice touch to offer "prizes" or some kind of token of appreciation for the students' attendance at the session—especially if one of the training activities is a "competitive" game. In past training sessions, the Student Employment Office has offered (as prizes) funny items from a dollar store and "treat" bags (small bags filled with candy).
- ◆ **Scheduling issues:** As you know, student schedules run the gamut and change with each semester. If your department employs a large number of students, it may be impossible to get all students together for one training session. Here are some options:
 1. Prior to scheduling a training session, select a few dates and times that will work for you. Ask each of your students to indicate on a "sign-up" sheet which dates/times they would be able to attend a training session. Schedule the training when the majority of students are available.
 2. Provide all training materials to any students who are not able to attend the session.
 3. Offer the training session at two different times to accommodate the schedules of all of your student workers.
- ◆ It is up to the supervisor to decide whether the training session should be mandatory for all student workers in the department. One option is to designate the session as "mandatory" for all new student workers, and "optional/recommended" for returning students.
- ◆ In addition to the information provided in the three modules on the web site, it is a good idea for supervisors to review department-specific policies, procedures and general information during the training session.
- ◆ Most people, including students, respond better to and learn more from an interactive presentation. Try to make your training session interactive, incorporating discussion and/or exercises/activities whenever possible. See "Suggested Training Activities and Exercises" for more specific information.
- ◆ Respect the students' schedules; stay within the designated time frame for the training session.

(continued)

- ◆ Feel free to contact the Student Employment Office with any questions or concerns about training your student workers, or to share your ideas about delivering effective student training sessions.

NOTE: Check out the following web sites for some free training resources:

- ◆ www.johnsleigh.com.au/Resources.htm – Suggestions for exercises, “energizers”, etc.
- ◆ www.johnsleigh.com.au/present.htm – Brief article about presentation skills
- ◆ www.resultsthroughtraining.com/Pages/download.html – Suggestions for icebreakers and other exercises, facilitation tips, etc.
- ◆ www.learnativity.com/training_FAQs/ - links to a wide variety of training resources, including suggestions for exercises, suggested reading for trainers, etc.
- ◆ www3.sympatico.ca/thetrainingoasis/spices.htm – Suggestions for icebreakers, “energizers” and review exercises as well as a variety of other training “tidbits”
- ◆ www.thiagi.com/freebies-and-goodies.html – Suggestions for training games, tips for facilitators, sample handouts and training materials, and links to other training-oriented web sites
- ◆ <http://adulted.about.com/cs/activities/> - Suggestions for icebreakers, training games, experiential learning, etc.
- ◆ www.reproline.jhu.edu/english/5tools/5icebreak/icebreak1.htm – Suggestions for icebreakers, warm-ups, and topic lead-ins