

Design your training

TOPIC:
Choose

Create a PERSONA

 ID Occupation: Age: Education: Personality in 3 words:	 SKILLS (1=none, 5 = very skilled) Job experience: 1 2 3 4 5 Open Science: 1 2 3 4 5 Training experience: 1 2 3 4 5 Technology: 1 2 3 4 5	
 Name:	 MOTIVATION GOALS	 FRUSTRATION

Have a look at your
Card:









AUDIENCE SIZE
AUDIENCE TYPE
KNOWLEDGE LEVEL










Present your plans (5 mins):

- Learning outcomes
- Structure
- Materials
- Exercise
- ...

Training Format

 <p>Half day training</p>	 <p>Workshop (half day)</p>	 <p>Tutorial</p>
 <p>Online training course</p>	 <p>Workshop (full day)</p>	 <p>Webinar</p>
 <p>Lecture</p>	 <p>Workshop (multiple days)</p>	 <p>Other</p>

Audience SIZE

 <p>> 100 (live)</p>	 <p>> 50 (live)</p>	 <p>20-50 live</p>
 <p>> 100 (online)</p>	 <p>> 50 (online)</p>	 <p>20-50 (online)</p>
 <p>< 20</p>	 <p>< 10</p>	 <p>< 5</p>

Audience TYPE

 Librarian	 PHD Student/Junior Researcher	 Project Coordinator
 Research Administration	 Senior Researcher	 Funder
 Repository Manager	 Citizen	 Other

Knowledge Level

 <p>No prior knowledge</p>	 <p>Basic knowledge (aware of)</p>	 <p>Basic knowledge (practitioner)</p>
 <p>Advanced knowledge (practitioner)</p>	 <p>Advanced knowledge (trainer)</p>	 <p>Unknown</p>
 <p>Mixed</p>		

Your audience

 **BIO**

Occupation:

Age:

Education:

Personality in 3 words:

 **SKILLS** (1=none, 5 = very skilled)

Job experience: 1 2 3 4 5

Open Science 1 2 3 4 5

Training experience 1 2 3 4 5

Technology: 1 2 3 4 5



Name:

 **MOTIVATION/GOALS**

 **FRUSTRATION**

The Unpredictable: Audience Mood

 <p>Sceptical</p>	 <p>Quiet</p>	 <p>Uninterested</p>
 <p>Eager to learn</p>	 <p>Chaotic</p>	 <p>Do not understand you</p>
 <p>Ask many questions</p>	 <p>Hostile</p>	 <p>Agreeable</p>

The Unpredictable: External factors

 <p>Audience is checking e-mails</p>	 <p>No WIFI!</p>	 <p>Audience keeps looking at phone</p>
 <p>Disturbing noise</p>	 <p>Forgot something!</p>	 <p>One person dominates</p>
 <p>Sound issues</p>	 <p>Room temperature is uncomfortable</p>	 <p>Venue is not suitable</p>

Design your training

Present your plans (5 mins):

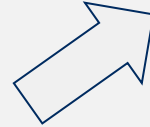
- Learning outcomes
- Structure
- Materials
- Exercise
- ...



Troubleshooting:



AUDIENCE MOOD
DISTURBING FACTORS



EVALUATION

- Is the proposed training appropriate for audience size, type and level of knowledge?
- Are the training materials adequate, understandable and accessible?

Select Language ▾



Gwen Franck

Not your average consultant.

▾ WHAT CAN I DO FOR YOU?

ARCHIVE

HOME

<https://gwenfranck.com/2019/05/06/train-the-trainer>

