

## After the session

### Evaluating the session

When it is all over and everyone has left, ask yourself whether or not you achieved your aims.

Consider your experience... would you do the same presentation in exactly the same way if you had to give it to a different audience, or to the same audience at a different time, or to a larger or smaller audience?

You should be able to suggest changes, subtle or otherwise, for different times, places or audiences. You may realise that some visual aids worked better than others, some anecdotes elicited a stronger reaction, some points needed elaboration, you spent too long on others, you had not grasped the sphere of experience of the audience, etc.

Even if this presentation was a one-off event, you should still perform an evaluation - it will help to make your next presentation better, wherever or whenever this may be.

Not every training program is a brilliant success. Despite the best intentions, some trainers or participants may leave a session feeling unsatisfied, frustrated, or disappointed with the experience. Successful trainers are those who are able to analyse what went wrong, identify solutions and design changes in the program so that it improves the next time around.

You can always improve your presentation/performance, so make sure that you make even embarrassing incidents work for you. Adopt a positive attitude - not '*That was so awful, I'm never going to do training again!*', but rather '*Well, that wasn't so bad, but I could improve it by .....*'



**Tip:** Always write notes on your trainer guide to show where changes need to be made for next time - it may involve a different subject or audience, but you can learn from each experience.

This material was adapted from the following sources:

- Biech, E., *Training for Dummies*, John Wiley & Sons, New York, 2004
- Luscre, A. *Planning & Preparing Successful Technology Training: Session Design, Training Materials and Presentation*, Mogadore Local School Network online resource 2007
- Sheltercentre free online training services, 2007.