

## Ten Golden Rules for Running a Theory Training Session

- 1 Make certain that you have a good knowledge on the subject you are teaching.
- 2 Be prepared! Never take a theory session unless you have prepared notes and read through them thoroughly. Make sure your information is reliable.
- 3 Use visual aids in addition to talking. This takes the pressure from you and makes the session more interesting. Some hints include:
  - Flip Charts - Only use dark pens, preferably black
  - Keep all writing in upper case and as large as necessary
  - Always use aids such as shade charts when teaching colour
  - If using video, make sure you are familiar with the video so you can make notes on points of interest, do not just put a video on and leave them to it!
- 4 When speaking, project your voice and alter tone up and down.
- 5 Do not stand too close to your audience. This will make them uncomfortable and you will lose vital eye contact.
- 6 Do try to keep eye contact with all members of the group, this keeps people's attention! If you find it hard to look people in the eye, look at their forehead instead, it's near enough to the eye for them to think you have eye to eye contact.
- 7 Only give hand-outs if you are going to work through them otherwise people will read them rather than listen to you.
- 8 If someone asks a question and you don't know the answer, do not make something up! Tell them you don't know but you will find out and get back to them later. Make certain you follow this through.
- 9 If the subject is heavy, make sure you have frequent recaps.
- 10 Finally, make sure you feel confident by always looking good yourself!