



ToT

Australian Aid



motivation australia

Diabetic foot care – training of trainers

Presenting and facilitating

---

---

---


---

---

---

---

---

 Aims and objectives 1

**Aim:** To highlight what makes a good trainer and demonstrate the difference between presenting and facilitating.

**Objectives:**

- List the behaviour of a good trainer
- Explain the difference between presenting and facilitating
- List examples of good practice by presenters and facilitators
- Describe three strategies to keep to time.

---

---

---


---

---

---

---

---

 Activity 2

**Effective trainers**

Think about people who have trained you in the past and who you consider to be effective trainers.

**What was effective in their behaviour?**

Write your ideas in the *ToT Handbook* (on page 28) or on a piece of paper and then discuss with the members of your group.

---

---

---


---

---

---

---

---

 Presenting and facilitating 3

Question: What are the differences between presenting and facilitating?

---

---


---

---

---

---

---

 Presenting 4

- One-way
- Provides information
- Corrects misinformation
- Assumes what is presented is not known
- Treats all participants equally.

---

---


---

---

---

---

---

 Facilitating 5

Facilitating makes it easier for participants to:

- See the connection between theoretical concepts and real life challenges or tasks
- Reflect on their own experience
- Connect this with new information.

---

---


---

---

---

---

---

 Question 6

What do you consider good practice when presenting?

---

---


---

---

---

---

---

 Good practice for presentations 7

- Vary the pace and tone of speech
- Be aware of your position in the room
- Ask questions and encourage contributions from the group.

---

---


---

---

---

---

---

 Good practice for presentations... 8

- Follow the instructions in the presenters notes
- Watch your audience – are they listening, interested, awake?
- Break for a few minutes if necessary or insert a short energiser.

---

---


---

---

---

---

---

 **Using PowerPoints** 9

- Use slides as a prompt
- Allow time for participants to absorb the content
- Match slides to what you are saying
- Avoid reading from screen
- Avoid blocking the beam.

---

---

---


---

---

---

---

---

 **Good practice when facilitating** 10

- Understand the purpose of the activity
- Give people time and space to think for themselves
- Ask rather than tell
- Give clear instructions
- Check on learning.

---

---

---


---

---

---

---

---

 **Question** 11

Where did you see Tom presenting and when did you see Tom facilitating in the ToT so far?

---

---

---

---


---

---

---

---

12

 Activity – keeping to time

What can we do to keep the training running on time?

---

---

---

---


---

---

---

---

13

 Key point summary

- Factors contributing to the quality of training
- Characteristics of presenting and facilitating
- Good practice for presenters and facilitators.

---

---

---

---

---

---

---

---

 Thank you

**Australian Aid** 

This training material was developed by Motivation Australia, funded by the Australian Government through the ANCP programme.

This training material includes content from the World Health Organisation's Wheelchair Service Training Package, Training of Trainers course



---

---

---

---

---

---

---

---



## Copyright

Copyright is retained by the Authors. However free permission is granted to republish or reproduce this document for non-commercial use. If part or whole of this document is republished or reproduced in any form it must be accompanied by an acknowledgement of Motivation Australia and include a reference for this document.

Where copyrighted material from a third party has been used in this document and acknowledged by Motivation Australia, permission should be sought from the original copyright holder to republish or reproduce their work.

Permission should be sought from Motivation Australia before any illustrations, graphics, photographs or any other type of image is used separately from the rest of this document. For more information contact [info@motivation.org.au](mailto:info@motivation.org.au).

[www.motivation.org.au](http://www.motivation.org.au)

---

---

---

---

---

---

---

---