ToT.3 Practice delivery sessions

Introduction

Record how confident you feel to deliver the WSTP package/s you are here to learn, on a scale of one to 10:

1	2	3	4	5	6	7	8	9	10

Not confident   **Very confident**

Structure and aims of the package-specific modules

Package-specific modules include opportunities for you to deliver sessions from the WSTP you have chosen to learn.
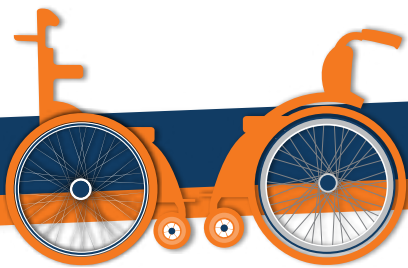
The aim is to enable you to:

- practise using the WSTP training materials
- practise delivering sessions to your peers
- clarify your understanding of the WSTP theory, principles, skills and methodology
- learn about the common challenges that can occur when training and find ways to manage them
- develop your trainee skills (see the list in the *Feedback sheet for WSPTtot practice delivery sessions* in the Annexes of your *ToT Handbook).*

Roles of lead and support trainers and ToT participants

- You will have the opportunity to be both a lead trainer and a support trainer.
- When two or more lead trainers are allocated to the same session, one will automatically assume the support trainer role when they are not presenting.
- If there is only one lead trainer for a session, he/she may request help from any of the other ToT participants.
- For some practical sessions, the support trainer may have a specific role identified and assigned.

Activity 1: Lead and support trainers

What are the roles of the lead trainer?	What are the roles of the support trainer?

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• delivering the session • preparing demonstration and practical equipment • keeping to time • coordinating support trainees.	• writing answers on the board during participatory sessions • adding any missing or supporting information • helping to keep to time • facilitating group activities • giving feedback about participants to the lead trainer • contributing to the overall feedback/ reflection on the session delivery • assisting with demonstration equipment during the session • turning lights on/off and opening/closing blinds as needed when videos are shown.

Teamwork

Trainees will need to work together as a team to deliver their sessions. This includes supporting each other to:

- prepare for the session
- set up the training room
- prepare demonstration equipment
- tidy training areas
- manage session time
- clarify errors during the session delivery
- answer questions from participants
- manage disruptions and interruptions.

Trainers as role models

Trainers should set positive examples of professional behaviour and practice. Model the behaviour you want to see from participants by:

- being on time and well prepared
- problem solving and finding solutions for challenging situations
- providing positive and constructive feedback
- managing yourself well: this includes balancing preparation with getting adequate sleep and good nutrition to help you to manage stress.

Remember, being a good trainer and role model does not mean you always need to know the answers to questions.

If asked questions you do not know the answer to, do not pretend to know the answer. Instead you can:

- Ask support trainers if they know the answer
- Ask participants if they know the answer
- Agree to find out the answer before the training programme finishes (add to Car Park).

Reflection and feedback

Learning to reflect on your own delivery is an important skill for a trainer. It is also important that trainers are able to give constructive, guiding feedback to training participants.

This is why reflection and feedback skills are incorporated into the ToT programme.

At the end of each practice delivery session the lead trainer/s will be asked to reflect on:

- what was good and what went well
- what can be improved.

The ToT trainer will then facilitate brief feedback from ToT participants, and finally the ToT trainer will add anything not already mentioned by the lead trainer or ToT participants.

Preparing for practice delivery sessions

Your preparation for a practice delivery should include the following:

- Read the session plan in your *Trainer's Manual* and make sure you understand all the material.
- Read the relevant sections of the participant's *Reference Manual* and *Workbook* (available for all but WSTPs).
- Make any relevant changes/additions to the PPT.
- Incorporate your own knowledge and experience and use your own case studies if appropriate.
- Practice your delivery, including timing.
- Work as a team with your support trainer.
- Prepare the resources you need for the session.
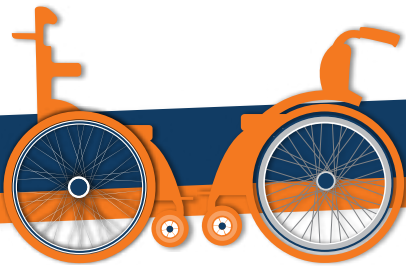
If your session includes a demonstration by the ToT trainer, discuss with them how they will manage their part of the session.

Known errors

There are some known errors in the WSTP *Trainer's Manual, Participant Workbooks* and PPTs.

- Known errors are listed in your *ToT Handbook.*
- When preparing for your session, check if your session has errors, and make the necessary changes.
- Do not discuss the errors with ToT participants, but present the session as if you are training on a standard WSTP.

Confidence in presenting

- You may feel nervous during your first session deliveries in front of your peers and ToT trainers. This is normal!
- You will grow in skills and confidence as you deliver more sessions.
- You will be required to present feedback from group activities during the *Core training skills* module – use this as an opportunity to practise presenting to your peers.

PPT presentations

- The standard PPT for each session will be available on the training laptop with the video already embedded.
- If you make any changes to your PPT such as adding slides, you will need to upload it onto the training laptop before your practice delivery.

Time limits for session delivery

- Time will be strictly monitored during practice deliveries.
- If you go over your time, the ToT trainers will stop you and move onto the next trainer, or end the session.