

# Preparing for Training

Easy Read



**Easy Read**

# Things that help adults learn



5

There are 5 **principles** of adult learning.

**Principles** are rules that guide us.



I learn if I am in charge of my own training.



I learn through doing then **reflecting**.

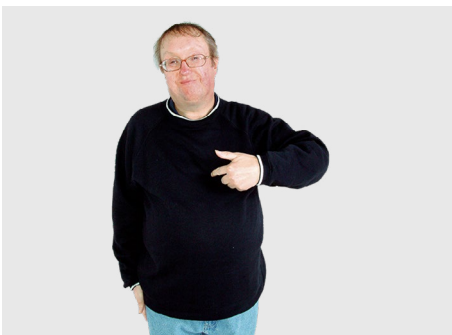
**Reflecting** means to think about it after.



I learn when I am ready.



I learn when the training is about real life.



I learn for personal reasons.

# Tips for being a good facilitator

## Be confident



A good facilitator is confident.



A confident facilitator knows what they want to say.

They know why their message is important.



Being a confident facilitator helps people hear your message.



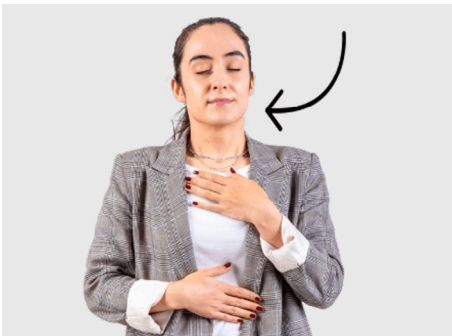
You might feel nervous when you present to a group.

That is normal and okay



But it can be easier to present when you feel calm.

Here are some things that can help you feel calm.



Take deep breaths.

Do meditation.



Go for a walk before you present.



Remember people want to learn from you.

They want to hear what you have to say.

# Be yourself



Being yourself can help you feel confident.

It can help you be a good facilitator.



You can say things in your own words.

It is important that it is your own voice.

You should feel comfortable with it.



The audience is there to listen to YOU!

You are the expert on your own life.

What you have to say is important.



People might ask you questions.

It is okay if you are not sure what to say.

No one knows everything.



You can say something like

“That is a good question. I will think about it”

If you think of something tell them later.



Here are things that can help you be yourself.



Write down things you want to say.



Practice presenting.



# Work with the group



A good facilitator can work well with a group.

Here are some tips to work with a group.



Speak clearly at your own speed.



Listen closely to what people say.



Look at people when you talk to them.

Look at people when they talk to you.

Face the camera if it is a webinar.

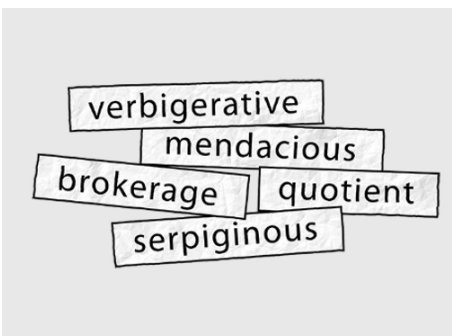




You might need patience when you work with a group.



Some people may go off topic.



Some people may use hard words.



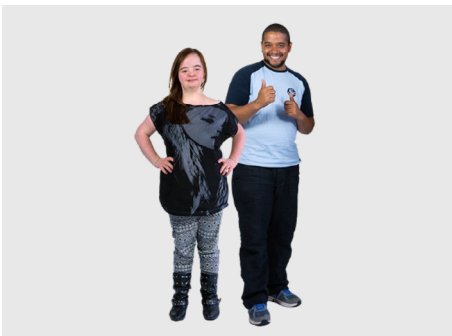
Most people try their best to do the right thing.

But they might need help.



It is okay to remind people about the rules.

It is okay to ask your co-facilitator to do it.



Remember you have support if things  
get tricky.

It is okay to ask your co-facilitator for help.

# Sharing your story



People can learn a lot when they listen to your health story.



You can talk about when you got good health care.

You can talk about what made it good.



Before you tell your story think about how it might make you feel.



Think about information you might want to keep private.

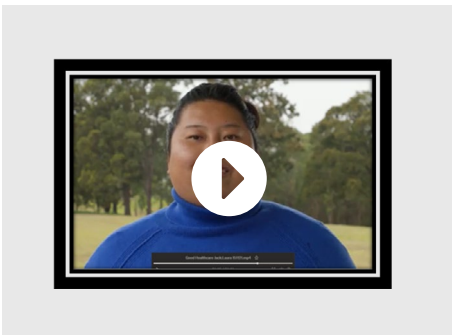


Think about questions people might ask you.



You can work with your co-facilitator to

- choose the story you want to tell
- decide how much you want to tell



You do not have to share your story if you do not want to.

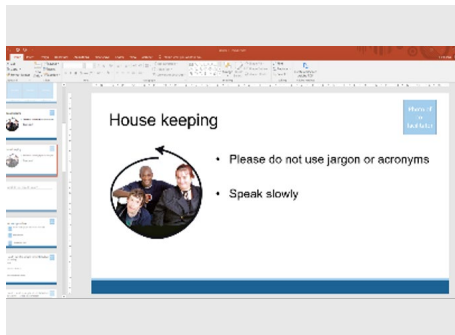
Your co-facilitator can use a video instead.

## Practice task



Write out your story that you want to share and practice saying it with your co-facilitator.

# How to use the slides



There are slides to use in the training.



Every slide has notes to go with it.



The notes have the **main points**.

**Main points** are the most important information.



The notes have a **script**.

The **script** is the words you can say when you talk about the slide.



You can change the script if you want.

It is your choice.



You can change it with your co-facilitator.

Work together to change the script.



You need to talk about the main points.