

Opening Eyes - Training the Trainers

Training Information Sheet



Help us to train other people how to look after their eyes and vision

SEE ABILITY
Extraordinary every day

How to deliver good training

Opening Doors has written these simple tips to help your training sessions go well.

Prepare yourself for training



Think about what you are going to wear. It is important to look smart and professional.



Make sure you have had a bath or shower and your hair is clean. If you are looking good it makes you feel good. This helps to make you feel more confident.



Put everything you are going to need for your session out the night before. Check that you have everything, it will save time the next day.



Give yourself enough time to get to the place you are training. If you arrive late it can make you feel anxious.

Preparing for the training session 1



Have a meeting before your training session to plan what you are going to do. You can decide on who is going to do which job in the training session.



Get to the training session early, so you have lots of time to set up. Ask one of the trainers to be a time keeper to make sure that your session runs to time.



Check if you need people to sign in for your training session for fire safety.



Find out where the Fire Exits are and where you need to go if the fire alarm goes off

Check if there is going to be a fire practice during your session.



Find out where the toilets are.



Find out where people can go to have a smoke.



Check that the equipment you are going to use is working.

Preparing for the training session 2



You need to make sure that the room you are using is safe. Check for wires that people might trip over. Try to make these as safe as possible. Tell people where the wires are so they do not trip over.



Check that you have all the hand outs you need. It is a good idea to lay everything out so you are prepared.

Decide at what stage in your training session you are going to give people the hand outs.

Check that all your information is easy to read.



Put the agendas for the session out.

If you are using communication cards put them on the chairs or tables before people come in.

This will save time



If the room is large decide if you need to use a microphone.



Check to see if there is a hearing loop in the room.



Check the lighting in the room. If it is too dark then turn the lights on. If the sun is too bright you might need to close the curtains or blinds.

Preparing for the training session 3



Decide how you want the tables and chairs setting out in the room

Make sure there is plenty of space for people who use wheelchairs



Ask if people want to sit near the front if they have problems with their hearing or their sight



Check that the temperature in the room is right. If it is too hot, people might feel sleepy. If it is too cold, people might be uncomfortable



It is a good idea to take biscuits or fruit to your session. This is helpful if your session is in the morning as some people miss breakfast. This might make it difficult for them to concentrate



Decide if you are having a tea break in your training session. It is good to have a break every hour to hour and a half so people don't get bored.

Think about how where you will have the tea break. If it is a long way from your training room, it might take people a long time to get back

Running your training session 1



If you are feeling nervous before the session starts take some deep breaths, this will help you to focus.



Smile! If you smile it looks like you are enjoying your job, it helps to make you look confident.



Make eye contact with your audience. Try not look at the walls or the floor all the time.



Ask everybody to introduce themselves, so you get to know each other. You could ask people to wear name badges or stickers too

You could do an icebreaker activity too. This is an activity to help everyone get to know each other.



Go through the housekeeping with the group. This means you need to tell the group where the toilets are, where the fire exits are and where they can smoke



Explain what the training session is about. Run through the programme/agenda with them. Let everyone know when the breaks will be

Check to see if there are any questions about the session.

Running your training session 2



Ask the group to set some ground rules for the session. Write them up on a flip chart if you can. Rules can be things like turning mobile phones off and respecting each other.

If the group help to make the ground rules they are more likely to stick to them.



Tell people when they can ask questions, this can be during your session or at the end.



Let the group know that you will be asking them to fill in feedback sheets at the end of the session.

They can think about things to give you feedback on during the session.



Make sure in your session that you use lots of different activities. This helps everyone to join in. It can be boring for people just listening to trainers talking all the time.

With your help, we can make eye care better for everyone



To find out more, email s.watkin@seeability.org or call **07860 756342**
Go to **www.seeability.org** and look at the **Sharing Our Knowledge** section

Seeability is the operating name of The Royal School for the Blind founded in 1799. Registered Charity Number 255913

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