

Creating the Optimal Learning Environment for Training

On-Site Training is dependent upon your District for certain elements of the training. Below are ideas to facilitate a successful training session.

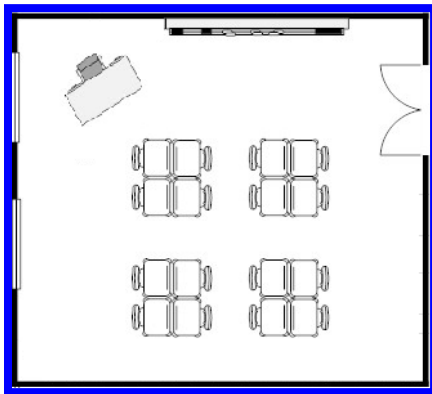
Lab Setup

There should be one computer for each participant. While not recommended, if the Lab has enough spacing between computers, 2 participants may share a computer.

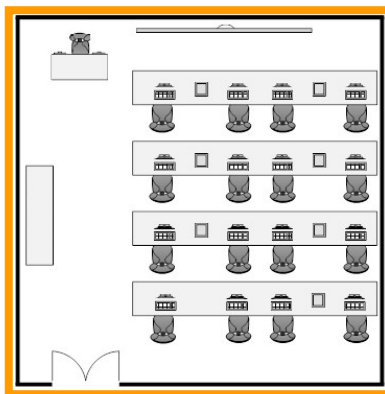
Computer Arrangement

Hayes uses a participant centered instructor led training program. This includes the use of group activities. To facilitate this type of training we have listed the different physical lab layouts that will help us to achieve optimum participation.

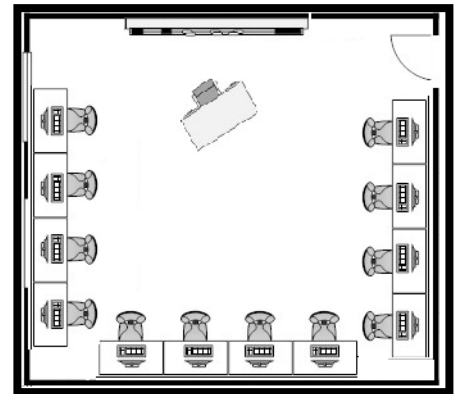
- Best** Pod arrangement - desks facing each other in groups of three or four.
- Better** Theatre style - several rows facing one direction with an aisle down the middle.
- OK** Perimeter setup - computers against the walls on opposing sides of the lab.



Pod Arrangement



Theatre Style



Perimeter Setup

Hospitality

- ❖ Provide refreshments for morning training sessions such as coffee, water, and juice.
- ❖ A small mid-morning snack is a good energizer.
- ❖ Consider providing lunch; it keeps the participants on site and helps the session get back on track at the scheduled time.
- ❖ Have water and soda on hand for the afternoon session.

Scheduling Recommendations

- ❖ Schedule participants to arrive 30 minutes prior to the training start time and anticipate them leaving 30 minutes after the posted end time. This creates a more relaxed atmosphere and allows for any unforeseen delays during the day.
- ❖ The District Administrator should be on hand at camous/site training sessions to answer any district specific questions participants may have throughout the training session.