

Notes from Discussion Group: Share a Training Mistake...Stories to be Learned From

Top mistakes that came out of the discussions:

Not knowing your Audience

- Varied skill sets / baseline knowledge
- Assumptions with regard to learning capacity

Not conducting a needs assessment

- Incomplete training
- Improper coverage of the content

Hiring out of need

- Hire wrong person
- Bad fit with the rest of the team
- not vetting contractors properly
- Fast-tracking
- Not assessing skill sets

Other mistakes worth mention:

- Not turning off portable microphone
- Not double checking AV operation and/or props
- Not dealing with problems quickly
- Teaching when upset or angry
- Not being prepared
- Not proofing or beta testing material
- Allowing a disruptive student to affect the class
- Using inappropriate humor
- Not having clear objectives
- Too optimistic
- Assuming that you will get the desired feedback or input
- Not regulating the class size