



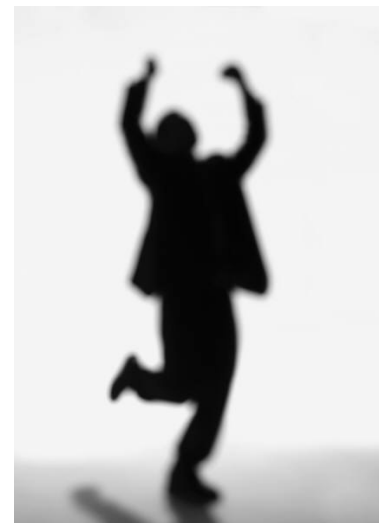
Tips for keeping you and your delegates motivated

We have all had days when we have had to deliver training that we would rather not, and we have all faced delegates who would seem to rather be ANYWHERE but on your training course!

Here are a few tips for motivating yourself, and those delegates...

Motivating Yourself

- Use positive self-talk – tell yourself how great the day will be and how you will feel at the end.
- Get into the right mental state, use the NLP technique of anchoring if you can to elicit a feeling of motivation and excitement.
- Get yourself energised – put your own favourite music on as you set up...sing, dance, or do whatever you like to get the pulse racing.
- Visualise yourself running the course, and seeing how well it is going.
- Identify 'milestones' in the course, and give yourself a mental 'tick' every time you reach one.
- 'Model' enthusiasm – if your physical state is positive, your mental state will soon follow.
- Use a selection of your favourite music throughout the course.
- Try something new – spice up the training by running a different activity, or varying your usual approach
- Reward yourself! If the course goes well, treat yourself.
- Set yourself a simple goal e.g. to learn more about X, or to try a different training technique.
- If all else fails, think of this as a short-term job for longer-term benefits. Tell yourself that by doing this training, you may get the opportunity to do other work that is more to your liking.





Motivating your Delegates

- Always ask for personal objectives at the start of the day, and refer back to them (and the person who stated them) frequently.
- Manage expectations by sending out Joining Instructions that explain why the training is taking place, and why delegates have been invited.
- When opening the training, explain what they should achieve from doing the training, and how will help them/their team/their customers.
- Appeal to different learning styles – visual, auditory and kinaesthetic.
- Provide lots of water and nutritious snacks such as fruit and cereal bars.
- Use music to set the mood throughout the event.
- Recognise and respect the knowledge and experience in the room (positive strokes).
- Use a story such as Steven Covey's "sharpening the saw" to illustrate that even though delegates may feel they don't have time to be away from work, it will be worthwhile if they make the best of it.
- Be realistic – tell them that they only have to make one change as a result of today – ultimately, they are in control.
- Acknowledge any moans and groans, write them down, accept them, but then draw a line under the subject.
- Involve delegates as much as you can, without forcing interaction. A good way is to ask for their own examples to illustrate your points.
- Make it competitive – asking delegates to work in teams throughout the course can keep energy levels high.
- Make it fun – allow some silliness in the course as long as you can bring it back to something meaningful.
- Reward delegates for applying themselves – small prizes such as chocolates for well-completed activities, or even the promise of finishing 30 minutes early can be a good incentive.

