Time Savers When Active Training Takes Time

- Start on time. If all of the participants aren't in the room yet, you might begin with a discussion or other activity that doesn't require the entire group.

- Give clear instructions. Be sure that you have prepared the instructions for your group activities so tht they are clear. If more than one or two steps are involved, put the instructions in writing.

- Prepare visual information ahead of time. Pre-record flip chart pages or prepare them during breaks. Determine if recording participant input is necessary; if so, then record in bullet point or headline format.

- Distribute handouts quickly. Have handouts grouped and stapled for a session. Ask individuals in advance to help you distribute the materials from several points of the room at one time.

- Expedite reporting from small groups. Have each group report only on one item at a time, with discussion of additional points invited at the end of the round as time allows. Have small groups pre-record their points on a single flip chart page or overhead transparency.

- Do not let discussions be too long. Anticipate subjects that will engender discussion, and plan for those in the presentation time. Begin the discussion by stating a time limit or by giving rules for participant contributions (i.e., one minute time limit per person).

- Obtain volunteers rapidly. Recruit volunteers in advance or during breaks. Call on individuals if volunteers do not respond quickly.

Adapted from 101 Ways to Make Training Active, Mel Silberman, 1995. Jossey Bass: San Francisco, CA.