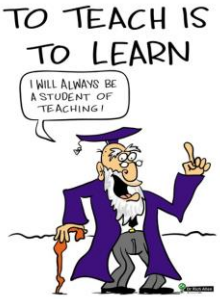
March 2018 Training Tip



Green Light Education
A new perspective



Hocus Pocus, Where's The Focus?

Follow Dr. Rich Allen on Twitter: @drrichallen.com

Your participants may think they can multi-task, but it's simply not true. To learn effectively, human beings need to be fully focused on doing just one thing at a time. In the training room, this means we need to remove any potential distractions (including our own voices), allowing people to focus on the task in hand.

For example:

- When participants are performing individual tasks – thinking about a problem, writing notes, or reading from a slide or a handout – you shouldn't be talking (and neither should they).

- When participants are listening – they should be looking at you (and nothing else). If you're explaining new content or giving directions, ask people to shut their laptops. Also, turn your power point off, unless you're specifically talking about what's on the screen.

- When participants are talking to each other – they should be away from distractions. Ask them to leave everything on the table and stand up in their pairs or small groups to have the conversation.

When a person's focus is pointed strongly in only one direction, their ability to learn, comprehend and retain information is … almost magical!

Article of interest this month:

How to keep participants focused during important meetings

https://meetingsimagined.com/tips-trends/how-keep-participants-focused-during-important-meetings

Some simple and pointed tips to make sure people are paying attention to you!