

LWHRA Speaker Requirements and Expectations

The Lake Washington Human Resources Association (LWHRA) has a strong reputation for providing a high quality certification program and individuals are drawn to participate based on our reputation.

About Our Participants

Our participants are paying money to engage in the program and investing in their future and therefore the quality of the program is essential to their continued success and ours.

- **Demographics** – Participants are widely varied in years of experience, industry affiliation, and HR area of focus. It is essential to involve all participants in discussions to uncover questions, create dialogue, and foster a learning culture not dominated by one specific area.
- **Pace** – Ideally, the participants will have done their pre-reading/pre-work prior to the class. With that in mind, the pace of the information being presented needs to reflect your confidence that they will understand the basic concepts (the “what” and “why”) very quickly, and they are looking to the trainer for the application (the how).
- **Training structure** – Participants learn best with a communicated agenda and structure. Set expectations for participation, and general activity types so they understand their role in learning. Any step-by-step processes that are directly outlined in the text and certification exams are also good to let them know up front.

Frequent activities (partner discussions, scenarios, stories, examples, group questions and discussions) designed to solidify learning concepts work best.

- **Presentation style** – While everyone has their own style, it is essential that you present an open and welcoming demeanor that creates a safe environment for questioning and learning. Subtle and clever humor, stories and examples are appropriate.
- **Do not make value judgements about anything.** Given the variety within the room, remaining neutral on laws, industries, and areas of HR is essential. Avoid discussing personal affiliations, beliefs or opinions that are unrelated to the learning.

Trainer Service Level Expectations

Providing a successful training includes and requires using adult learning techniques and best practice training and instructional design elements.

Training courses and workshops are different than informational presentations intended for data and knowledge transfer. Training skills requires heavy and frequent participant involvement as opposed to long periods of presenting data. Participants should be interacting 60-70% of the time.

Our expectations for a successful outcome are listed below.

Before the Training

- **Biography** – Provide a written Instructor biography to the Certification Chair with an emphasis on what makes you specifically qualified to train on this particular topic/course
- **Pre-work** – Identify and work with Certification Chair provide pre-work that will assist and prepare participants for the class
- **Handouts/ Materials** – Trainer should prepare and provide handouts, workbooks, or other mechanism for participants to follow-along and write notes on
- **PowerPoint slides**
 - Slides, if/when used, should be visually interesting using color, visuals and graphics.
- **Pre-training communication** – To ensure your success, please communicate with the Certification Chair to answer any questions, confirm date/location/time and any AV or computer equipment details.

During the Training

- **Purpose & Learning Objectives** – Each training should have and communicate the purpose and learning objectives at the beginning. Tie back to the learning objectives during the training. Tell them what you are going to teach them, and then tell them when you taught it to them.
- **Introductions** – Introduce yourself before you start. As necessary, facilitate introductions for participants at the beginning of the training if you are in a mixed group.
- **Materials/ Handouts** have been distributed
- **Agenda** – Have and communicate the agenda to the participants.
- **Activities**
 - Participant involved activities should occur every 15-20 minutes.
 - Vary the activities – group discussions are great, but there should be other kinds of participant involvement.

- Vary the groups when possible to encourage networking and new exchange of ideas
- **Ask questions** – Ask open-ended questions, and let participants to respond
- **Time Management**
 - Ensure the amount of material is appropriate for the allotted time.
 - Monitor your time appropriately
 - Allow enough time for every group to report out at the end of group activities

Do not sell – Do not reference your company in relation to being hired, used as a consultant, or to upsell your other product/ training offerings.

Logistical Training Requirements

Please use this as a guideline unless previously discussed:

- Time:
 - 6:00PM Start
 - 9:00 PM End
- Breaks
 - A minimum of one break is required per 2 hours.
 - Recommended to have a quick break after the first hour.
- Refreshments
 - Bring your own. There may be vending available.
- Room Configuration
 - The configuration will usually be in a U-Shape. You may have to assist with organizing the tables and chairs.
- Equipment / Logistics – You will have access to:
 - Projector & screen