



## Essential EAFM Top Tips

These top tips come from participants who were trained in the Essential EAFM course and TOT in 2013-14, and who have subsequently delivered at least 1 Essential EAFM course (some have delivered many more).

### 1. How has participating in the EAFM TOT helped you in running/delivering the Essential EAFM course? (Identify 2-3 points)

- Be yourself; don't try to be somebody else
- Consider feedback and try to overcome your weakness and build on your strength
- TOT exposes you to your own weaknesses, strengths and opportunities. Hence one is prepared to accept that everyone can be strong in some aspects but could be weak in another. This revelation helped me immensely in delivering the EAFM
- TOT also convinces about foreseeing and being prepared for all possible scenarios when it comes to actual training
- It also provided an opportunity to question the flow, content and why each step is embedded into course
- It helped to reconfirm my strong points and weak points as a trainer. So in a team of trainers my strong areas will complement and supplement those of others. I can concentrate on strengthening my weak points at the same time
- It helped going through trainers resource guide and session plans in detail and get prepared
- It helped do practice sessions and get advice for improving
- It was an opportunity to learn about the various modes of adult learning, placing the variety of tools and teaching techniques used in the course in context.
- It made me appreciate the multi-layered and interlinked structure of the materials and activities
- I became familiar with the session plans, a tool I had not used before but one that proved crucial for delivering the course in an organised and relatively hiccup-free fashion
- The use of session plans and other TOT materials as explained during the TOT sessions allowed me to conduct trainings with much less preparation than if there were none. It also helped ensure that we are on time and able to cover all modules needed within the prescribed period
- I got to evaluate my own strengths and weaknesses and catch some facilitation blunders or non-constructive mannerisms which I was not aware of previously
- It allowed me to ask more detailed questions (and clarifications) about the course delivery and content which would otherwise not be possible with just going through the EAFM training
- The ToT was useful to help me understand better the module we learned in the earlier training (training of trainees). It also reinforced my understanding and belief (of delivering a presentation) as a two way communication...not only lecturing but listening as well.
- The session plans helped, but one must not be too rigid in following them because, we plan, but most of the time circumstances change and we need to adapt to the situation. Always have a plan B, plan C, or even plan D...we never know when the light might go off.
- Energizers are helpful...always be ready to have one or two per day...it has to be handy in your pocket, so when you need it, just pull it out
- This TOT helped me to improve my style of presentation



## Essential EAFM Top Tips

### 2. Your 3 top tips for future Essential EAFM trainers

- Your own understanding of EAFM is absolutely necessary
- Try to overcome nervousness
- Be well prepared; be familiar with concepts and flow of the course
- Be ready to challenge when needed
- Understand the outcome of each action as they are all linked like a chain specially the activities
- Have good idea of all the sessions irrespective of the session you will deal with
- Prepare well for your sessions as per session plan. Make sure you are sure of topic and contents, if not get it clarified with co-trainers, coach or anyone in the EAFM network in advance.
- In case you need help on any specific point during the session seek the help of co-trainers.
- Do not compromise on any activity session as the strength of the EAFM course lies in that
- Practice your sessions, and know your material, including the supporting details from course manual and have your own real life examples to hand.
- Test your activity instructions on a guinea pig audience. Keep these simple.
- If you get nervous about delivering the material, focus not on your experience as the deliverer, but on the experience of the audience as the receivers of this information. Are you doing what you can to maximise their learning experience? I found this change in perspective helped me manage my nerves.
- Make yourself aware of the official protocols that have to be followed, whether this relates to the opening and closing sessions, to how the training output reports should be handled
- A good team of trainers and facilitators who understand each other and can work together
- Enjoy the training
- Know the trainees and work with them
- Keep them active. If you notice a few (maybe 3 to 5) people starting to doze off or lose interest, pull out an ice breaker to get them back into focus.
- Study your part in the morning and during breaks. As much as possible, avoid looking at your session plans often while delivering session activities or presentations
- As much as possible, get relevant background information on your potential participants so you know your audience and can adjust your facilitation / delivery early in the course
- No trainer should conduct the EEAFM alone, it is team work. At least two trainers (properly trained- using the EEAFM package, as much as possible train by IMA-UK) and two facilitators should be available for a 5.5 days EEAFM course.
- The physical surrounding (the lecture hall) is also important; trainees need to feel comfortable ALL the time.
- Trainers or resource persons should give trainees space to relax and learn the EAFM process at their phase. This is how we, in Malaysia coached our EEAFM training
- Make a point-wise summary of your presentation
- As you are not professional trainer so keep practicing
- Keep eye contact with all your trainees and co-trainers