

Contents

What people are saying	1
Acknowledgements and appreciation	10
Foreword	17
Introduction	21

PART I

373 Seriously fun ways to enhance learning 23

ONE	Habits of excellent educators	25
	14 Habits of excellent educators	26
TWO	Setting up for success	29
	5 Questions to ask when analyzing your audience	31
	7 Ways to gather learning needs	32
	11 Tips for getting management support	33
THREE	SMART learning objectives that get results	35
	7 Tips for creating SMART learning objectives	37

FOUR	Details, details, details – Managing workshop logistics 43	NINE	Interactive techniques to keep participants awake and involved - even with dry content! 93
	17 Tips for selecting a welcoming space that supports learning 45		9 Steps to using interactive activities successfully 94
	12 Tips for setting up the room 48		12 Techniques to make your workshops more interactive 96
FIVE	Visuals that paint a picture 51		4 Tips for using <i>icebreakers</i> and <i>energizers</i> 105
	6 Benefits of using visuals 52	TEN	Q&A – Ask and answer with ease 107
	7 Guidelines for using visual tools 53		11 Question-asking techniques 108
	9 Tips for creating effective <i>PowerPoint</i> ® slides 55		4 Types of questions that stimulate thinking 110
	Handouts or workbooks – how to choose 57		8 Tips for listening to questions 111
	5 Tips for using handouts effectively 58		11 Tips for answering questions 113
	3 Tips for using workbooks effectively 59	ELEVEN	From hecklers to ramblers – Managing challenges 115
SIX	Flipcharts to laptops – Choosing and using equipment 61		7 Techniques for dealing with challenging situations .. 117
	13 Tips for using flipcharts 62		3 Ways to deal with participants who monopolize discussions 119
	10 Tips for presenting <i>PowerPoint</i> ® slides 64		14 Ways to deal with participants who challenge, disagree or argue 120
	8 Tips for using DVD video clips 66		6 Ways to deal with distracting side conversations 122
	4 Tips for using music in a workshop 68		7 Ways to encourage silent participants 123
SEVEN	Platform skills for a great impression 69	TWELVE	Keeping flexible, nimble and on time 125
	6 Tips for reducing anxiety before your workshop 70		12 Tips for managing your time 126
	6 Tips for reducing anxiety during your workshop 71		6 Steps to managing group work 129
	5 Steps to using eye contact to build rapport and trust 72		14 Ways to get learners back from breaks on time 132
	11 Tips for a dynamic delivery 73	THIRTEEN	Reinforcements, reviews and happy endings 135
	6 Ways to use your voice to engage 75		4 Opportunities to praise your participants 136
	6 Tips to project a professional appearance 76		5 Tips for incorporating reviews 137
	4 Ways to use humor 77		4 Tips for a memorable ending 138
	8 Tips for using a lectern and microphone 78		Evaluating training - a few words 139
EIGHT	Awesome beginnings 81	FOURTEEN	Following up and following through 141
	7 Easy ways to build rapport 82		14 Ways to follow up after the training 142
	4 Steps to an awesome beginning 83		5 Ways to help participants apply their learning 145
	6 Powerful Put a Force (PaF) attention-grabbing openers 84		
	6 Tips for introducing yourself 90		

PART II

52 Seriously fun training activities 147*icebreakers, energizers and reviews*

to enhance learning and make it stick

FIFTEEN

17 Seriously fun icebreaker activities 149

Speed Sharing 150

The Big Give 151

Junk to Treasure 152

Briefings from Mom 153

Color Crazy 154

Three Great Questions 155

Strain your Brain 156

Sensitive Sue and Marvelous Michael 157

My Secret Life 158

Tattoo for You 159

Sweet Spots 160

We're All Connected 161

What Makes Me Smile 162

Nickels 163

Tallest, Strongest, Most Functional 164

Puzzled 165

Keeping Things Afloat 166

SIXTEEN

18 Seriously fun energizer activities 167

Bon Appétit 168

Take 5 (But Don't Leave the Room) 169

1, 2, Boom! 170

Guess Who I Am 171

My Compliments 172

Line 'Em Up 173

This is an Oxymoron! 174

Have You Ever...? 175

Name That Tune 176

Money, Fame and Happiness 178

Random Walk 179

Take a Stand 180

My Bonnie 182

Let's Play Ball 183

Let's Mingle 184

3 Favorites 186

You Are What You Eat 187

Hand Off 188

SEVENTEEN

17 Seriously fun review activities 191

Alphabet Soup 192

Cook Up a Recipe for Success 193

Here's the Answer. What's the Question? 194

Create a PSA (Public Service Announcement) 195

Biggest DOs and DON'Ts 196

Create-a-Quiz 197

Speed Check 198

Hot Potato 200

Stealing Ideas 201

David Letterman's Top 10s 202

I Discovered... 203

The Goodies Box 204

120 Seconds of Fun 205

Ball Toss 206

Pass the Hat 207

Creative Candy 208

Crossword Puzzle 209

Seriously fun resources 211

Sample detailed agenda 212

Resource list 214

About the author 219