



## How Trainers Enhance

## Their Skill of

# Time Management

Novice corporate trainers encounter many delivery difficulties in the first years of their job. The International Board of Certified Trainers have studied the challenges of trainers and compared them with the international standards of professional conduct to identify the main performance gaps.

Some trainers may have troubles with timing and pacing their sessions and not rushing through the material. They are also worried about having too much or too little material to present.

Expert trainers recommend to:



## Practice a lot.

Professionals practice the materials many times so they know where they should be at 15-minute intervals. Fellow trainers are asked to give feedback, polish each other presentations and they make sure there's a clock in the training room.

## Plan well

Expert corporate trainers plan for too much material, and some parts of the materials are considered as expendable.

## Prioritize activities

Professional trainers prioritize activities so that parts may be omitted, if necessary.

## Make 3 scenarios

Make 3 scenarios:

1. Too much,
2. Too little or
3. Enough time.

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