

Training Instructor's Checklist^{1*}

Do's	Don'ts
1. Make opening remarks	1. Don't break time agreements
2. Make the class comfortable	2. Don't waste time
3. State your objectives	3. Don't monopolize classroom conversation
4. Know your material	4. Don't lose them
5. Be prepared	5. Don't read your material
6. Use Training Aids	6. Don't fake it
7. Establish rapport	7. Don't interrupt students' answers
8. Show enthusiasm	8. Don't be pompous
9. Encourage participation	9. Don't lose your students' respect
10. Be flexible	10. Don't be undignified
11. Maintain control	11. Don't ridicule or intimidate
12. Answer questions	12. Don't bring your problems into class
13. Provide feedback	13. Don't display distracting materials
14. Evaluate progress	14. Don't be a dictator
15. Be yourself	15. Don't lock horns

* Based on a poll of students in training courses. From "Trainees give trainer a behavior checklist" *Training Today*.

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