## SESSION 6

# ARRANGEMENTS

**Learning Objective**

As a result of this training experience, each participant should be able to list important elements to consider when preparing a training room.

**Method**

Talk, demonstration

**Faculty Preparation**

Review the "Training Methods" session for tips on talk and demonstration.

**Materials**

♦ Overhead projector and screen
♦ Marking pens or grease pencils for overheads
♦ BSA 500 Answers sheet for each steward

**Overhead**

♦ One set of six overheads
♦ BSA 500 Questions

**Time**

15 minutes

**Pizzazz**

Use a song, stunt, run-on, or other morale feature to lead into this session.

## Introduction

Start this presentation at the front of the room by introducing yourself and the subject material. Then begin the session by reading the learning objective to the participants. While reading the learning objective, walk to the *most difficult and awkward location* in the room for the presentation—perhaps a back corner of the room. The location should negatively highlight the importance of room arrangement.

When you have read the learning objective, ask the participants what would be wrong with presenting the rest of the material from where you are standing in the room.

**Note to trainer: Use overhead projector pens or grease pencils to note key points on each transparency while it is being projected.**

## Room Arrangement

Once you have made your point about the location, move back to the presentation area of the room. Give these tips on arrangements:

(Overhead 1)

♦ Participants should always have a clear, unobstructed view of the presentation area. Participants may tune out if they cannot see what is going on.

♦ Training should be presented against the longest wall. In a rectangular room, that would place most of the participants closer to the front of the room and provide better lines of sight.

♦ Avoid setting up a room where activity is occurring behind the presenter. That includes an entrance or an exit to the room, windows, or doorways into hallways. Presenters should have a solid wall behind them, if possible.

♦ Watch out for strong back or side lighting from windows. Make every effort for the windows to be at the participants' backs.

♦ Remove any podium in the room. If removal isn't possible, cover it or otherwise hide it. Presenters should move around the presentation area and the room, and not anchor themselves to a podium.

♦ Place a clock where it can be seen clearly by presenters. High in the center of the back wall of the room is a good location.

♦ Set up the training room the night before training. Any last-minute adjustments can be made before the training begins.

## Seating

(<u>Overhead 2</u>)

♦ Seat participants around tables in small groups of five or six. This provides a writing surface for taking notes, and forms small groups for discussions and exercises.

♦ The ideal set-up is round tables that would normally seat 10 people, each with five or six chairs at most. Arrange the chairs so all participants have an unobstructed view of the presentation area.

♦ Rectangular or square tables can be used as an alternative. Make sure that no participants are seated with their backs to the presentation area.

♦ Arrange tables so that no table blocks the line of sight of another table. A "fan" arrangement works best.

♦ If you are training a small group (such as a unit committee) around a table, make your presentation from the head of the table or the center of the longest side.

## Training Aids

(<u>Overhead 3</u>)

♦ Placing the screen for an overhead projector at an angle in the corner at the front of the room may be more effective than placing it in the center of the wall. That placement allows the presenter to operate the projector without blocking participants' view of the screen.

♦ Check the location of video monitors and screens to avoid bright light that can cause a reflection on the screen, or wash out an overhead projector presentation.

## Power

(<u>Overhead 4</u>)

♦ Be sure adequate electrical power is available. Assess available electrical outlets before the training and be sure to bring extension cords of appropriate rating if they are needed.

♦ Don't overload circuits.

♦ Check the location and accessibility of outlets.

♦ Know where the circuit breakers are.

♦ Bring extra grounding plugs, if they are needed.

## Distractions

- ♦ Be sure the room temperature is neither too hot nor too cold.
- ♦ Be aware that loud fans can be distracting.
- ♦ Ask the participants and the staff members to turn their phones and pagers off.

## Other Considerations

- ♦ If activities or games are used, make sure adequate space is available to accommodate the activity. Also, if the training uses a table game, make sure everyone has easy access to the game board.
- ♦ Set up a staff table in the back of the room at large training events. The back of the room is also an excellent area for the timekeeper.
- ♦ Acoustics can be a problem in large rooms or halls where no wall or floor coverings can absorb the sound. Such large areas can cause distracting echoes. With some practice, presenters can learn to minimize this by not talking too loudly or too softly for that particular room. Try to have a public address system available.
- ♦ Be sure the facility and training rooms are accessible for persons with disabilities.

## Summary

Make the following points:

Training room preparation should consider the available space and room resources.

If presenting in a limited space, make sure all the participants get a chance to see and interact with the trainer as well as the presentation material.

The room should be set up for the convenience of the participants, not just the staff.

## BSA 500 Game

Place the BSA 500 questions transparency for this session on the overhead projector, but do not turn the projector on. Announce that when the questions appear on the screen, each team will have exactly one minute to answer as many of the questions as they possibly can. The answers are to be given to the race steward at each table by the team's crew chief.

Turn the overhead projector on. After exactly 60 seconds turn the projector off, and announce that time has expired. After the stewards have determined the number of correct answers for each team, allow a little time for the crew chiefs to move their team's racecar along the track.

## Pizzazz

Add a song, stunt, run-on, or other morale feature to lead into the next session.

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**To continue, scroll down to view session materials, or follow one of these links:**

# BSA 500 ANSWERS

1. What are three considerations for classroom preparation?
   - ♦ Table and seating arrangement
   - ♦ Lighting
   - ♦ Distractions
   - ♦ Power
   - ♦ Adequate space to accommodate activity
   - ♦ Acoustics

2. What is one distraction trainers encounter?
   - ♦ Temperature
   - ♦ Loud fans or other noise
   - ♦ Cellular phones and pagers

3. How should seating be arranged?
   - ♦ So all participants can see the presentation area.

4. True or False: A staff table should be set up at the side of the room.
   False—it should be set up at the rear of the room.

# TRAINING ROOM PREPARATION

# Room Arrangement

# TRAINING ROOM PREPARATION

# Seating

# TRAINING ROOM PREPARATION

# Training Aids

# TRAINING ROOM PREPARATION

Power

# TRAINING ROOM PREPARATION

Distractions

# TRAINING ROOM PREPARATION

Other Considerations

# ARRANGEMENTS

## BSA 500 Questions

What are three considerations for training room preparation?

What is one background distraction trainers often encounter?

How should seating be arranged?

True or False: A staff table should be set up at the side of the room.