

Use this checklist to plan and deliver sessions that keep learners motivated **and** focused on applying the learning at work. If time is tight, try to include at least these three: **Small Recognition + Visible Progress + Autonomy & Choice**. They're quick and easy to include and frequently help improve motivation without adding to your session plan.

To encourage active participation

Technique	Checklist Item	Example Activities	Notes
Real-World Scenarios	<input type="checkbox"/> Link learning to authentic workplace challenges	Case study Critical incident analysis “A day in the life of...” simulation	
Peer Teaching	<input type="checkbox"/> Learners teach back content to one another	Teach-back mini-sessions “Explain this model to a colleague” Peer-led recap	
Game Elements	<input type="checkbox"/> Include competitive or playful formats	Quiz bowl Scenario challenge Leaderboard Puzzle-solving	
Interactive Polling	<input type="checkbox"/> Check engagement with instant input	Live polls “A show of hands” Anonymous sticky notes Digital audience tools	



Technique	Checklist Item	Example Activities	Notes
Small Group Discussions	<input type="checkbox"/> Built in collaborative problem-solving	Buzz groups Breakout task Flipchart brainstorm	
Visual Engagement	<input type="checkbox"/> Use visuals or physical artefacts	Diagram mapping Card-sorting exercise Process flow on flipchart	
Movement Activities	<input type="checkbox"/> Add physical variety	Stand-up vote (move to “agree/disagree” corners) Gallery walks Role rotation	
Reflection Time	<input type="checkbox"/> Include moments for individual processing	Journalling A one-minute paper Silent thinking before group share	



To overcome common engagement barriers

Barrier	Why It Happens	Quick Trainer Tools	Notes
Low Participation	Learners feel shy Lack confidence Think they won't add value	Use structured turn-taking (round-robin) Pair-first activities Anonymous input (sticky notes, polls)	
Energy Drop Mid-Session	Natural fatigue Monotony Information overload	Change the format (discussion → activity → reflection) Use an energiser Recap visible progress so far	
Disengaged Learners	Content feels irrelevant Too easy/hard Feels forced/imposed	Identify their pain points Invite them to set personal goals Use their examples in discussion	



Barrier	Why It Happens	Quick Trainer Tools	Notes
Resistance to Training	Learners see no benefit Feel threatened Fear failure	Explain workplace relevance Share success stories Provide small early wins to build confidence	
Dominant Voices	A few learners overshadow others	Use think-pair-share Structured roles (summariser, questioner) Time-limited speaking turns	
Off-Topic Drift	Learners see activities as filler or unclear in purpose	Reinforce relevance before activity: <i>“We’re doing this because…”</i> and use tight timings.	



General tools:

- Curiosity Hooks** Start with a provocative question, surprising fact, or real dilemma.
- Visible Progress** Show outcomes achieved so far on a flipchart/progress bar.
- Micro-Recognition** Acknowledge contributions often and specifically.
- Choice Points** Give learners options in task, topic, or format.
- Peer Validation** Use peer feedback and group review for credibility.
- Future Anchors** Ask: “How will you use this in your role next week?”

