

LESSON #7 **basic training format**

DATA

This is the all-important information portion of your presentation. Share key how-to's and learning points about your subject while making use of the following:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

WRITTEN EXERCISE

Your written exercise can be as simple as asking them to respond to a few questions or quite detailed, as in distributing an exercise or workbook.

Use 1-person breakout rooms. [Click here](#) for a tutorial on how to use breakout rooms.

Give them “X” minutes to complete the exercise.

“Raise your hand if you need more time.”

If a few people raise their hands, give them a few more minutes.

PARTNER SHARE

Use breakout rooms to pair off participants.

Give _____ on what to share.

_____.

CLASS SHARE

“Who would like to share what they learned?”

Look for a show of hands and choose a participant.

Unmute them or ask them to unmute themselves.

“Thank you, give them a big hand.”

“Who else would like to share?”