Training and Development
Prof. S. Srinivasan
Vinod Gupta School of Management
Indian Institute of Technology, Kharagpur

Module – 07: Traditional Training Methods
Lecture - 32
Presentation Methods

Welcome to lecture number 32 and this is a second lecture of this module. In the previous lecture we discussed about why training methods, what are the different types of training and you know broad classification of traditional training methods and technology based training methods.

And today we are going to discuss about Presentation Methods which are part of a traditional training methods, we are going to see what are the various methods in which you know traditional training methods are available.

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And we are specifically going to focus on presentation methods. There are two different methods under the presentation methods, under the traditional training method. We were going to learn about the traditional training methods and specifically on this presentation methods on today's lectures.

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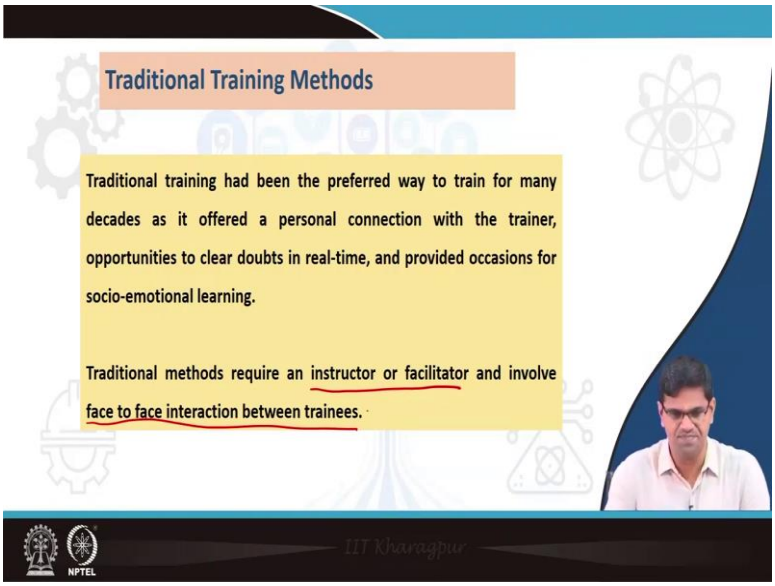

Let us get into the lecture. See traditional training had been the preferred way in most of the organizations to train employees and we have seen that though the technology has been in the last few decades or maybe one or two decades you could see the rapid development of the technology.

Otherwise, we always find that you know organizations where essentially using this traditional method to offer training program to employs; because it has some advantages, because it offers a personal connection between a trainer to with the trainees and it gives more opportunity to clear doubts in real time, provide you know socio-emotional learning to occur.

Just imagine a situation wherein you all the time learning through technology based training programs. Let us say there are recorded videos, pre recorded videos or a virtual learning or now we most of us does is that you know go to YouTube and then just learn something on a new skill or a tool.

Now, imagine, now you imagine a situation where you are getting trained in a traditional training method in a class room, maybe with some simulations or hands on practices where there is a trainer in the class room. Just imagine the comparison between these two methods, the traditional methods has a lot of advantages wherein you will be able to connect with the trainer or trainer will be able to understand your learning style and able

to customize the learning or the delivery in such a way that you will be able to learn something new.

And probably he or she will be able to advise you on how to you know approach these particular situations or you know your queries can be clarified. So, the traditional training methods was a highly preferred method in many organizations, though now with the technology has been coming it is you know inevitable for an organization to go for a combination of method or probably you know look at the pros and cons and which outweighs the more than they prefer which one to choose.

But we are going to spend more to learn about the traditional training methods today and we will of course, we are going to learn in the subsequent lectures on the various other methods. So, the traditional method what does it actually, a component of the traditional method is which require an instructor or a facilitator and which involve face to face interactions between the trainees.

This actually accounts that this is classified as a traditional training method, meaning that you require an instructor or an expert or a facilitator and it has to be a face to face interactions between the trainer and a trainee. So, this qualifies a traditional method. So, let us see what are the different ways of you know traditional methods which are available in a training method.

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So, you see the presentation method, if large classification is the presentation, hands on and group building. Now let us see what is there and a presentation which is a lecture based method, an audio visual based method we are going to see in detail. But now let us look at the and hands on, what is there on hands on which is on the job training, self-directed training, apprenticeship wherein we discuss this in the previous lecture as well.

And you know simulation, case study based you come up with the business games, you do a role play, behavioural modeling, but these are all hands on based training methods. Then group building which is also a part of a training method a traditional training method which is a creating adventure learning team training programs, action learning team training programs.

These are all the various traditional training method and which largely classified into presentation, hands on, and then the group building.

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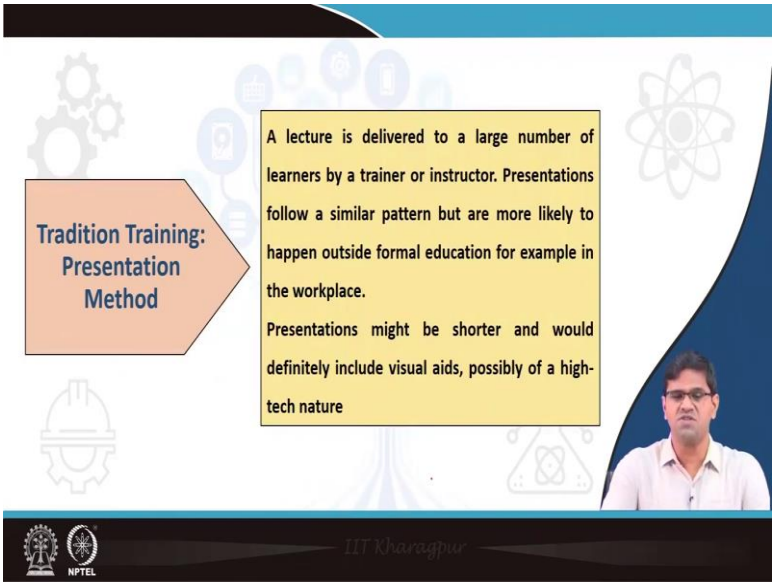

Now we are going to understand specifically on the presentation method. What is this a presentation method? Which is a one of the traditional training methods, a lecture is delivered to a large number of a learners or maybe specific number of employees by a trainer or an instructor.

So, the presentation will follow a similar pattern, but you know more likely to happen outside a formal education for example, in the workplace we are talking about not part of

an education program, we are talking about we are talking about a part of a training program where the you know a presentation is provided and presentation might be shorter and would definitely you know will include visual aids, possibility of high tech natures are also combined.

Now, you see the ted talks we have seen, most of us would have definitely seen ted talks right where in the ted talks is also if you look at in a broader level, yes, it is also a presentation method if you look at the ted talks it has a lot of impact no. So many audiences, so many people are attending those ted talks where in the presenter make the you know their delivery very short, a probably plan their lecture in such a way that now it has higher impact on the audiences.

During their ted talks you have observed they use a very interactive audio visual medium so. If you look at their slides which are more interactive in natures they come up with some shorter videos or a that stimulate some questions among the audiences, and that you know drives for interactions, and ask for questions.

So, that is what we are essentially training about a presentation also, it is not about you know a monologue wherein you know I only talk about it and rather nobody can interact. The presentation is also talking about creating a, a delivering a lecture combining the assisted with the video audio visual aids and other possible technology aids in delivering the lecture. But with the idea of enabling the audiences to interact and learn what they are trying to create the learning on ok.

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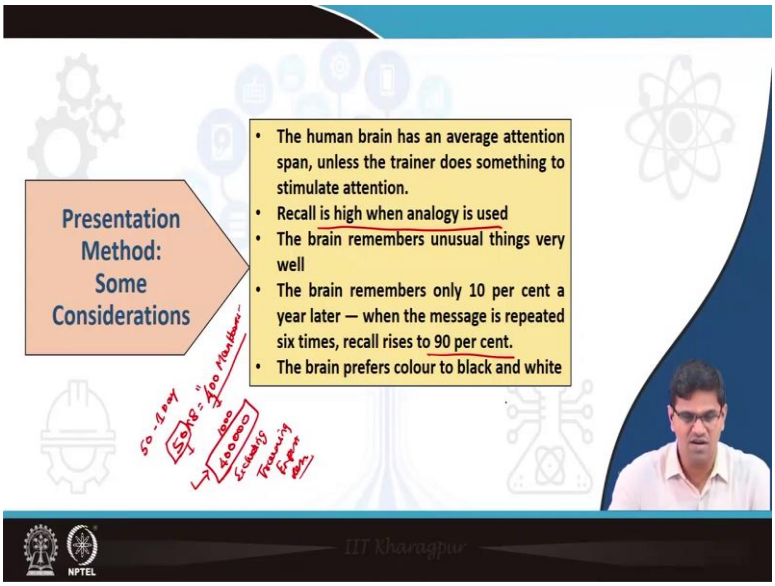

Now, so when you are doing the presentations when you are choosing a presentation as your training method what are the some of the consideration one has to take while, when you are trying to you know choose a presentation method for a training method. Now, you imagine so every in generally human brain has an average attention spent right.

You know you cannot make somebody sit in a same place and listen to the lecture for hours and hours eventually they will be able to be there sitting on the seat, but are they paying attention? Are they learning? Because as an organization I am spending money and I am not only spending money for a trainer and the facilities or a material I am also losing money by making my employees go through the training program means every hour is equated to the salary.

Because I am going to pay salary to all my employees, essentially, I am investing a lot of money on a training program not only on a trainer. Just imagine 50 people participating, so 50 people let us say one day training program and 50 into 8 hours is you know 400 man hours, imagine the quantum of the you know investment.

400 man hours just an average of say 1000 rupees per person, just imagine this is the amount which you are just an organization losing by sending 50 employees to a 1 day training program which is excluding what? Training cost we are talking about expert and resources.

So, that is why you should understand, how well you will able to define your training program because my participant cannot you know you know have a pay close attention to the learning if I am dragging too long too lengthy and it is not interactive. So, trainer has to stimulate the attention, as I was giving an example of a ted talk where you see they will come up with a certain shorter video or a short question or maybe caricatures or animated images which will stimulate an attention.

They will think you know could you see what is there, the moment they see something different which is flashy or maybe you know caricatures which are attractive that will stimulate the attention of the learner. So, when you go for a presentation method keep in mind so human cannot pay attention for a longer period of unless otherwise you keep stimulating, breaking a kind of you know monotonous by way of stimulating with a different you know comprehensive part of your training.

Then comes recall is high when analogy used, when you are presenting when you are going for a lecture based you always remember this. You know when you are trying to make some employees to learn a new concept you always try to give an example or come up with an analogy to relate so that the moment you are able to provide a lot of examples the ability to recall is higher compare to when you do not give any analogy.

Maybe you know you do not even relate the specific situation of different as I was saying that ok when I was saying presentation whether just to visualize the ted talk the moment, I am giving an analogy right. The moment I give an analogy where the recall of the presentation will be so high when compared you know in absence of such you know analogies.

So, try to have analogy when you are trying to create a presentation method. Then so brain also remembers unusual things very well. So, you have to make your lectures so interesting such a way that you know you come up with a different you know methods or the way you create interest among the audiences so that the audiences will recollect what you are trying to create the learning on.

And also, another insight to understand is that you know brain only able to remember 10 percent year. So, when the message is repeated and there is a high chance the recall is going to be a 90 percent. So, meaning that if there is a specific concept that is very

critical for a job and you reiterate the fact multiple times during a training program. So, that, that stays with the particular set of employees who are attending a training program.

So, you always keep in mind you might feel like you know am I repeating multiple times, but it is important that you as you repeat, but do not make it so monologue or not like you know exactly the same thing to believe, but you try to repeat in a different form so that they will understand this particular specific thing which they will stay with them and they will be able to recall it later.

So, also know brain prefers colour to black and white when you make your slides try to be you know make the slides attractive with you know different combinational ones, rather than keeping it you know very plain ones ok.

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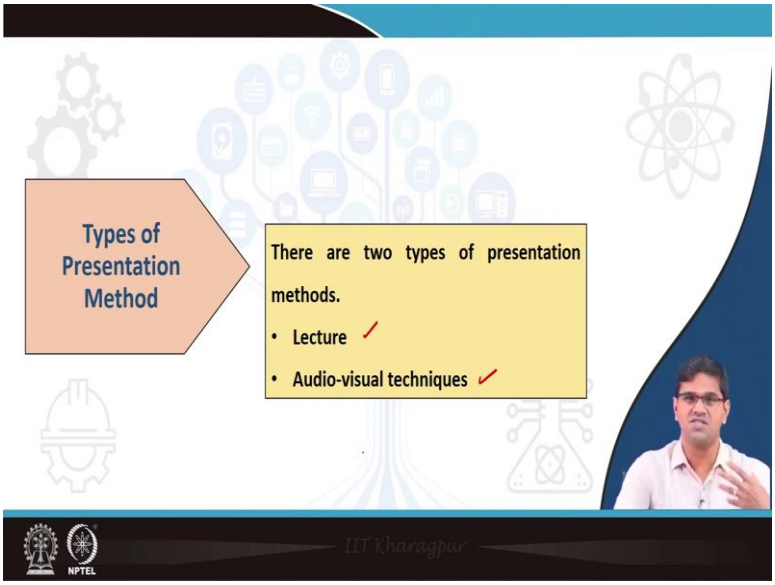

Now, so what are the different types of presentation method? As we are already talking about a presentation method there are two types of presentation method, one is a lecture based, another is an audio visual technique ok. So, these are the two broadly used presentations methods under this traditional training method. So, let us see both of it and also understand you know what are the advantages and what are the challenges on this.

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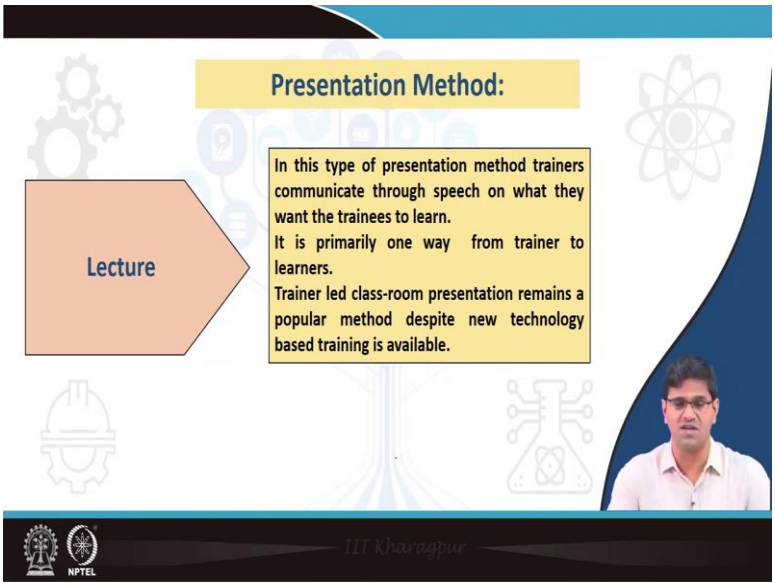

So, what is this lecture based? This is a presentation method where the trainers communicate through oral presentations, speech on what they want the trainees to learn which is a specifically a lecture. Wherein I just orally communicate to my trainees what they really wanted to learn. So, prime it is one of the primary ways from a trainer to learners where we see the lecture based method is one of the most widely used a presentation method in many organizations.

But given the context with the changing nature of the business environment also the ability of the employees are the requirement of the employees also, now companies also going for a combinational method. So, the trainer will lead the classroom presentations which is remain a popular despite a new technology based training it is available. You will be a you know seeing that you know they call the experts, they give you know pep talks or kind of call the seniors to address the employees these are all the lecture method.

So, even now with all technological advancement happening which is one of the most preferred and most frequently occurring a training method in many organizations. So, this is specifically about a lecture.

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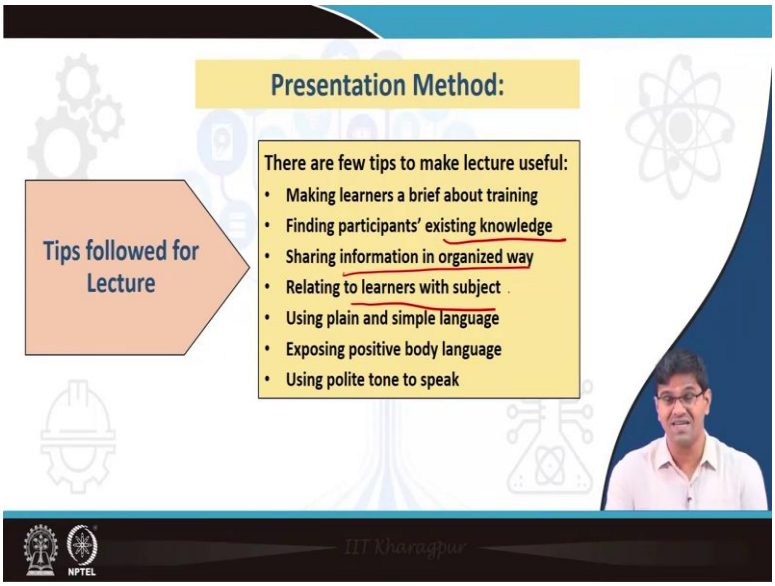

Now, let us also understand what are the tips one can follow when we are doing a lecture ok. So, these are very important because, so that you will become an effective learner or if you are as an organization manager you are trying to conduct a training program.

If some of their method is going to be lecture based use these tips, make a learn as a brief about a training you just give them the orientation before the start of the lecture just give them the brief ok, what are we going to talk today what are the crux of the presentation because so that you know it will keep them excited about ok. So, we are going to discuss about this.

Now, knowing your audiences is very important, knowing their existing, finding the participants existing knowledge what level their knowledge is, where their level of knowledge so that no I can actually target my delivery in a such a way to cater or add some more knowledge to them, rather than you know I do not repeat what they already know.

The moment I repeat what already they know and they lose interest in the beginning of the lecture itself. So, it is important that you know the level of the knowledge of their audiences or a participant. Sharing information in a very organized way: you have to share an information on organized way when you plan your presentations or a lecture you see that how sequentially the flow is going.

So, it has to be a sequential one. So, one has to lead to the next see if you see you know independent or abruptly two different concepts are discussed in subsequent things it will become very difficult for the learners to you know connect with what we learnt just before.

So, it is important that you know you present in an organized way and relating to learners with the subject. So, you have to relate with the learners and then provide this and use a plain and a simple language which is one of the advantages of a you know making the learning simple because you should not feel that you know I am an expert I have all the knowledge on this particular field, I am going to use the jargons which others cannot relate.

Or you know you say you know I have very good vocabulary that I am going to use the most of us vocabulary, wherein my participant our learners does not even know what I am talking about. It is very important that you use a plain and a simple language so that everybody able to learn connect with the trainer and you know use a positive body language.

As you use a positive body language you know you will feel that you know there is more attention comes from audiences and make your you know tone polite when you are delivering a lecture which will, which is one of the you know requirement and also you can also use a lot of modulation while you are delivering a lecture.

You know do not be so plain or do not maintain the same tone wherein that does not actually create the excitement or they do not pay continued attention. It is a very important that you can also modulate your tone based on the continue delivering, create the excitement interest when you are delivering the lecture these are some of the tips which you can make your lecture you know interesting and useful to the learners ok.

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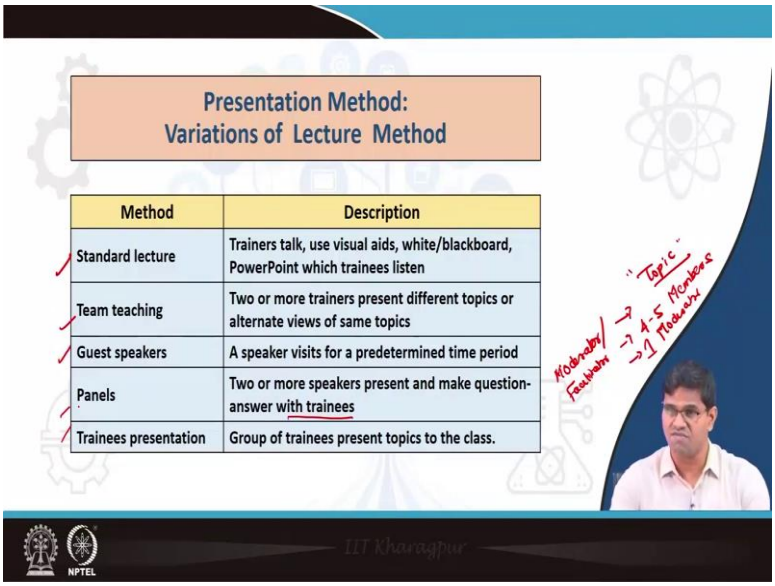

Now what are the you know various methods of the presentation methods. So, when you are talking about a lecture method there are also multiple ways people use this one, which is a standard lecture which is nothing, but you know a trainer talks, use visual aids, whiteboard power point presentation with the trainees which is a very standard lecture which we all of us would have seen, some manager giving a talk or invited lectures or an expert talk one two hours talk and all that a very standard lecture.

Now, team teaching: so wherein in terms of you know team where you will have two or more trainers together you would have seen 2 3 people together will conduct the training program. So, all three will be facilitating together, you know pitching, support do all this.

So, on different topics together they do it is kind of a team teaching which is also a presentation method lecture method, but wherein two or more people trainers used to teach together. Then guest speakers: we have you know speakers on a predetermined time period where we will have a guest lecture or a guest speaker we have seen, which is also one of the methods.

And panels: so, where now you see that there are panel discussions which happen it is also a kind of a lecture method or a presentation method in which where you see you know two or more speakers on a specific you know skill set, they will be coming as a panel member and there will be a facilitator, the facilitator or a moderator we will have a moderator right; moderator or a facilitator. So, they will be discussing on a topic.

So, you will find generally the panel used to have 5 to 4 to 5 members and with the one you know facilitator ok one facilitator or a moderator. So, they will what they do? They will discuss on a specific topic they come with the questions, discuss the questions with the trainees you know where they will discuss and debate about the topic so that the learners will learn about a specific concept or a specific tool.

And you know training presentation sometimes will happen all trainees were you know given some topics to be presenting or some of their learning's to be presented. So, where the trainees will present a group of trainees will be presenting on a topic to the class which is also the one of the methods of lecture method ok.

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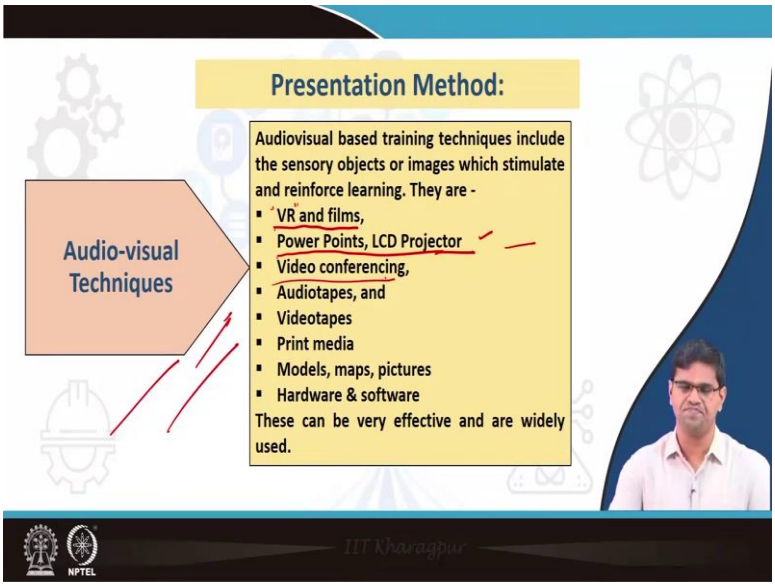

Now, coming to the next one which is an audio visual technique: see audio visual based training includes a sensory objects or images which will stimulate and reinforce a learning.

See an audio visual method is one of the most effective methods of a training because you know what in a conventional lecture based method where sometime they feel too much to get information or the information overloaded or the ability to pay attention to the lectures are relatively you know challenging compared to the audio visual wherein it will stimulate and reinforce the learning, where you are going to use images or audio visual techniques.

Now, if you look at the you know we will see a lot of videos, video based lectures maybe some of you would have definitely had an experience if you have attended some of the training programs. Part of the training programs the lectures you will have a shorter video being presented in the beginning of the training program and they will start the training with the shorter video and they will lead with the questions from there it will stimulate a lot of interest among the learners.

So, audio visual learning is also most effective method for example, YouTube lot of tutorials we are going through these are all the audio visual learning wherein you look at the videos, through videos we are learning you know how to handle the machine how to learn a specific software or a tool this all that.

Now, if you look at very recently the virtual reality learning you know VR and films were one of the you know very attractive you know with the all technological development, we are saying you know virtual reality, where people are given training using VR method.

You know it is very interesting where you know you given this VR, it will take you through for even for an induction training some a creative organization started to use the VR method, where you just VR, use this VR and then they say ok they will take you through the organizations.

So, you they say tell you, but you will be in a training room, but with the VR you will be taken to you know factory or a company walk through, that they will say ok this is the you know our work stations, this is the production floor, this is the finished goods area these are the machineries these are our raw material.

So, you will be seeing that this virtual reality is giving you a lot of experience and exposure to how do you learn a topic. Similarly, on using a you know a particular tool or handling a machine. So, the virtual reality been used on at seeing the different parts of the machinery.

So, how do you do it, all that is giving a lot of experience is that know you get excited about learning this. You know you it will stay with; you this is another advantage of the technology where the technology has been effectively used to impart the training program.

And of course, you know we see other traditional methods of you know power point presentations and projectors which are all you know audio visual aid which is, because in the absence of this audio visual which I you know only I talk to you and you know it becomes so monologue or maybe you know you have been bored after a period of time that you do not get it excited.

Even just imagine without the absence of the slide you might feel like you know disconnected or if I start writing just connect, you know the moment I start to write something or show something here it will quickly create you make your attention. And so, this is where the application of audio visual also plays a role.

Let us imagine just I do not do anything on the screen, I just deliver a lecture and there is a slide on the other side you will keep watching it, but the moment I see some change happening or maybe just a mark or like this or drawing a line that will make your attention you know what is it what is happening on the slide.

So, this is also way of you know using this audio visual to make an attention and learning to happen. We have seen you know video conferencing and you know audio tapes, video tapes, print media and you know hardware, software these are all some of the effective way widely used a part of the audio visual techniques in talking about a presentation method ok.

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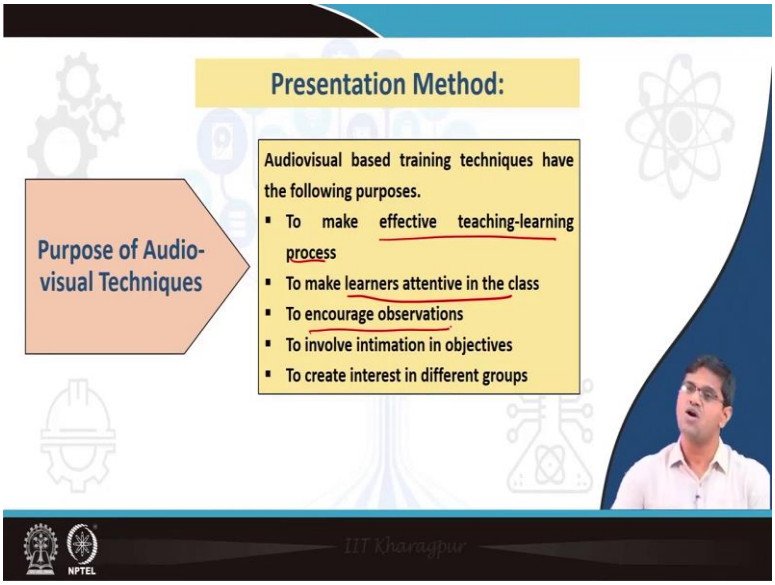

Now, see when we talk about you know purpose of the audio visual techniques why this audio visual technique have been used. The purpose is that to make effective teaching learning process because as I said this is another interesting way of making the learning experience more enjoyable. And they will be able to recollect, it will reinforce their learning which has lot of impact and benefits for the learners.

So, they will be able to recollect the recall is higher when they go watch a video, they will be able to connect and they pay attention which are very interesting for them and make the learners alternate attentive in the class. Because the audio visual will make the learners will be attentive during a class them because they will able to connect and then see ok, what is it you know you get the sound or the videos film being played or even virtual reality we are talking about all that you know.

And it also encourage observations that they pay, close attention to what is they are seeing and it will involve you know intimations in the objectives and it will create interest in different groups as the audio visual aid always supports to a more encouraging learning experience and it will give create more interest among the or enthusiasm among the audiences or the learners in the training program ok.

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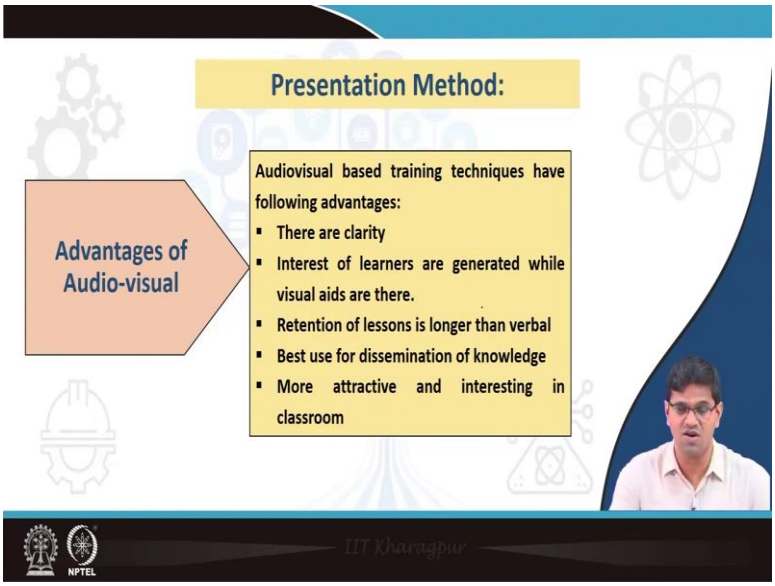

Now, what are the advantages? The audio visual training they have more advantages because they are very clarity is high in terms of, they will be able to clearly understand what are we trying to do.

Let us say I am trying to create virtual reality tool for an induction training, in absence of the induction training let us imagine for the few one or two years of post pandemic we have seen all on boarding for most of the employees are through an online on boarding. Now, online on boarding means you never been to an organization, you never visited a company, but you are becoming an employee of a company.

Now I need to give a training to you to see my company and see and understand what my company does, how my company looks like. All that I need to do now, but you are in an online boarding. Now, this is where the audio visual giving you an opportunity that you know virtual reality tool that maybe you know they will show you a video about a company ok.

So, what are our policies and their facilities in a company, what are the advantages of this company, what they are good at and all the places which is actually what will be will be more clarity to what we are trained. Let us say my company has this let us say one of the managers talks, my company has this facility and we have the most sophisticated instrument under company.

But you are you are working from home, but by this audio visual you will be able to show that this is what the instrument or a machinery we are talking about which is one of the you know using the great technology that we are using. And so, this is will give more clarity and interest of the learners are generated while visual aids are provided it will facilitate or create more interests among the learners.

And retention is high when they in rather than in a verbal training you know this visual will also create more retention capacity among the learners which we will be able to retain and recollect all the information's and best use for dissemination our knowledge.

I can give you just an example about you know let us say Swachh Bharat Mission. So, on a Swachh Bharat Mission we were all talking about you know clean India all that you know, segregating with the you know waste into to you know biodegradable and non biodegradable now imagine you can give lectures, but nobody really pays attention to it or let us say you have a different type of learners you give a video shorter video.

Now, we see you know on the railway stations or you whenever you walk through or you on televisions, we are seeing lot of you know short videos which coming with an

animated video. So, classifying all that you know that gives you know you will be able to disseminate lot of insights to the just an example I am giving, you know where you can relate to an organization contact in itself you know giving it will give disseminate more knowledge and it will be more attractive and interesting in a classroom, when you give an audio visual aid in a classroom.

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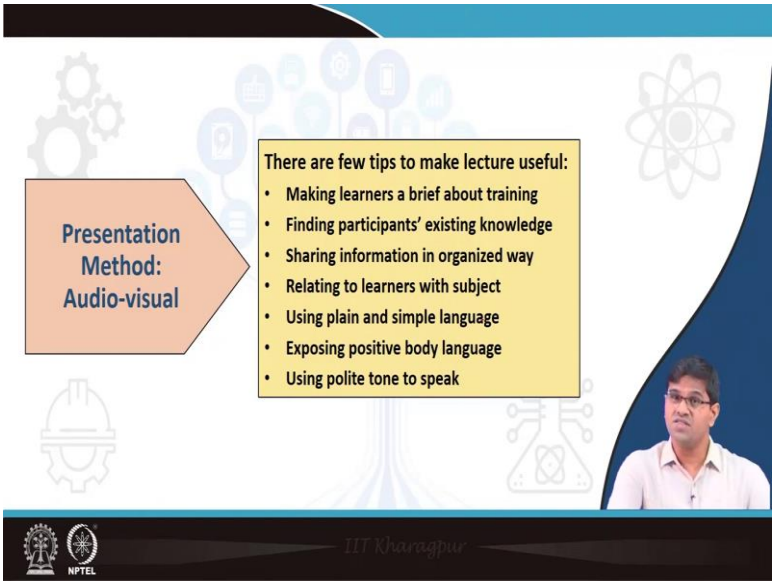

So, these are the you know advantages of the audio visual. So, you know what are the ways in which you can make you know the lecture useful. As I have already discussed this aspect you know when we are talking about a lecture method which is you know making a plain and simple language, you will use a body language and you know sharing information in organized way. All that is you know part when we discuss the similar thing when we are talking about a lecture method.

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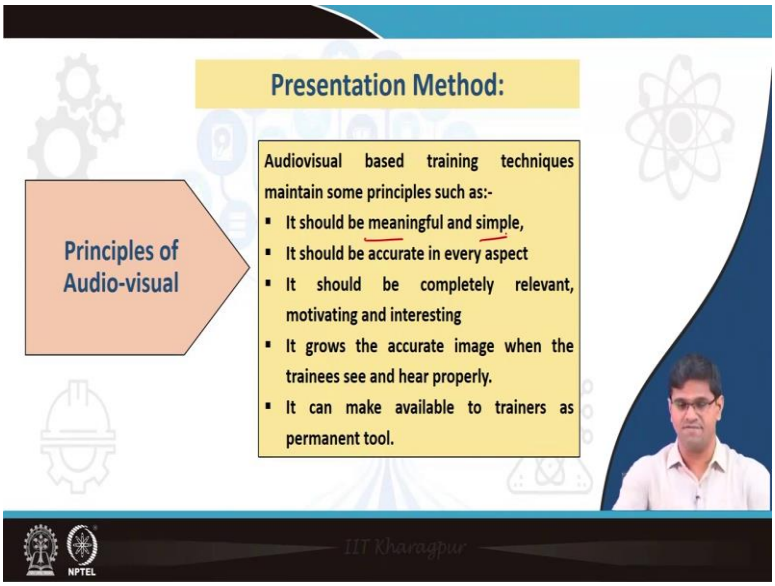

So, these two are you know some of these advantages you know you can make use of this better way of presenting the content to the learners. Now comes the what are the principles of the audio visual, see you know some of the principles you know it should be meaningful and simple, it should be very simple and meaningful when you are creating an audio visual and it should be accurate in every aspect because you it cannot be very vague it should be very specific.

And it should be completely relevant motivating and interesting. You cannot come up with a video which do not even connect to what you are talking about and it you know it grows the accurate image when the trainees see and hear a properly.

So, you know it is very important that you know you have a better quality of the video being generated and make it available to trainers as a permanent tool. So, these are the some of the principles which we can make this audio visual aided training program will make it more effective ok.

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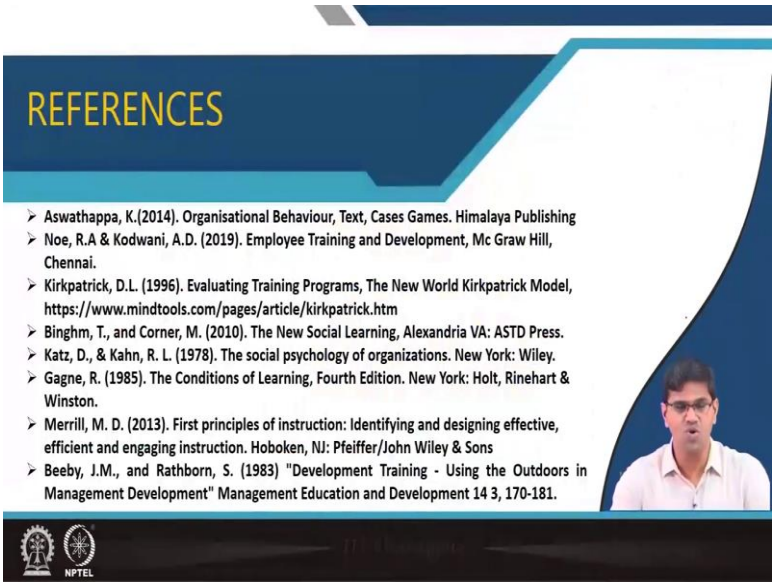

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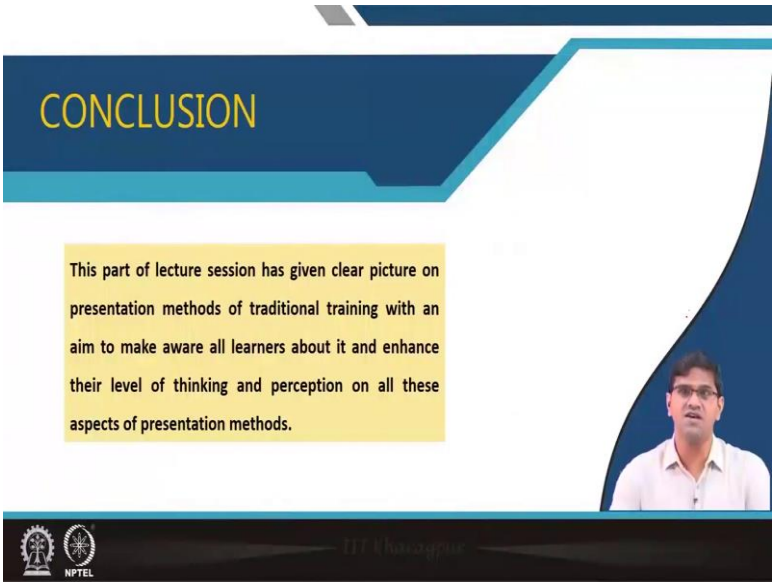

So, today we learnt about a traditional training method one of the ways of a traditional training method which is about presentation. On presentation we discussed about lecture on audio visual method, what are the ways in which you know lecture methods are being done and we are discussed about certain principles of it.

And we are going to discuss about other traditional method which are hands on group based training methods and the computer based you know assistant training methods in the subsequent lectures.

Thank you.