Less is more: avoiding overkill of details in trainings

Martin Baumgartner
About me

• National Contact Point for Legal and Financial aspects since FP7

• Organization developer, trainer and facilitator.
Intention

is a very good one!

„They will be prepared so well!!!“

• covering all participants (expertise, responsibility)
• all details
• for all situations
But: less is more!

Robert o. Brinkerhoff (Effectiveness and evaluation)

• 15% successfully apply what they have learned
• 70% try it out but then let it be again
• 15% don't even try it
Questions

What do I want to achieve?
What should change in practice?

Have the end in mind!

=> Transfer into practice
Trainingsdesign

... is the **process** of creating **concise learning experiences** that **enable the learner to achieve the desired goal**.

- Planning
- Development
- Evaluation

- Repetition
  - use of all senses

- Content
  - able to apply what someone has learned
  - time in practice
  - transfer to everyday life

- Clear achievable goal
  - changes can be demonstrated
Analysis of needs

<table>
<thead>
<tr>
<th>Starting situation (Problem / Impact)</th>
<th>Objectives</th>
<th>Transfer</th>
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<tbody>
<tr>
<td></td>
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<td>Evaluation</td>
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<tr>
<td>Target group</td>
<td>Content</td>
<td>Organisation</td>
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</tbody>
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Learning objectives? Head, Heart, Hand

=> What learners should **know**...

=> What learners should **understand**...

=> What learners should **apply**...

... after the training
Trainings with different requirements of participants in terms of content and time?
Example cost reporting

Project Manager

Research Management

Legal Department

Accounting
Creating basic concept

=> Separate learning needs from learnable content

Criticality Matrix (Chuck Hodell, Anna Langheiter)

List of content (Post-it)

- Calculation hourly rates
- Third parties
## Criticality Matrix

<table>
<thead>
<tr>
<th></th>
<th>Critically</th>
<th>Essentially</th>
<th>Optional</th>
<th>Insignificant</th>
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<tbody>
<tr>
<td>Daily</td>
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13
Content reduction to the essentials

✓ 3-T-Formel

✓ The bags of reduction

✓ Basic landscape with deep drilling
3-T-Formel

- (Learn) Target
- Target Group
- **Time** = time factor is crucial

modul 90 minutes = > max 1/3 to present content, rest for applying
The bags of reduction

Thought experiment: content filtered through different bag sizes

Content for 2 day training

Content for 1 day training

Content for 30 minutes training
Basic landscape with deep drilling

Basic landscape: corresponds to the content which will be trained

Escape the completeness trap

“In which topics will I go into details?”

© Anna Langheiter
How about you?
Contact

Martin Baumgartner
martin.baumgartner@ffg.at