

## Do's and don'ts for the new trainer: training basics

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### Abstrak

Congratulations! You are a new trainer. Now what do you do? This Infoline is the answer. Use this issue to avoid the most common mistakes that many new trainers make and get started on the right foot. You will find 14 solid dos as you prepare for your first presentation including basic design techniques, how to use visual aids, how to ensure that everyone knows about your training, and how to evaluate your success. In addition, 13 donts will ensure you avoid the most common causes of presentation embarrassment. A job aid will help you learn from your first presentation and help improve next time.