**Attributes of an effective trainer**

We are all different people, we will deliver training differently, and we will be delivering to different audiences. However, there are some attributes which all trainers need to be successful.

* Ability to relate to specific situations and participants
* Commitment to the subject and the training event
* Willingness to consider criticism or advice about the training event or your training style; remaining objective and not taking remarks, situations or problems personally.
* Ability to encourage participants to be independent by not always giving the solutions to problems or questions and not always suggesting the way forward; willingness to learn from participants
* Ability to show genuine concern for the participants and establish an effective and helpful relationship with them; not being judgemental about participants’ views and contributions to the training
* Ability to influence assertively and build trust; not trying to score points over the participants
* Ability to relate participant’s needs to training delivery
* Ability to be both logical and creative
* Confidence
* Flexibility
* Good listening skills
* Patience
* Good organizational and time management skills
* Tidiness in appearance!
* Excellent communication skills

Every person who will deliver training should think about these attributes and ask him or herself where their strengths and development areas lie in this list. It is good to assess your skills every now and again. Any good book on training should provide information on how you can assess your training knowledge and skills. There are also websites which provide resources and information for trainers.

Your skills and attributes will help to determine your training style. For example, you may feel very confident giving a PowerPoint presentation, but less comfortable about role-playing a Director in a mock meeting. You may enjoy facilitating small group work, but feel more daunted guiding an entire discussion. You may enjoy getting to know your participants in the training, but feel more hesitant about giving them honest feedback on how they are doing. This is quite natural. You should use your strengths but also remember that you can improve the skills that you feel less confident about. These are simply behaviors and behavior can be learned or changed.

Bear in mind the state of your own experience and confidence. It is fine to stretch yourself as well as your participants during the training but stay within your [competence](http://www.ecaconsortium.net/ecapedia/Competence) and skills. For example, if you know that your IT skills are not advanced it may be better not to try to show a YouTube clip live online; or if you know your memory is not excellent, then make sure that you have good notes or prompt cards for your sessions.

You may wish to find a buddy or mentor to help you develop as a trainer. You might meet appropriate people if you attend ‘Train the Trainer’ sessions or you might find a colleague in your agency or another organization. Such a person can support and encourage you and offer constructive feedback on your trainer development.

Taken from ECA – European Consortium for Accreditation