

Do more with less - Tips

Level 1

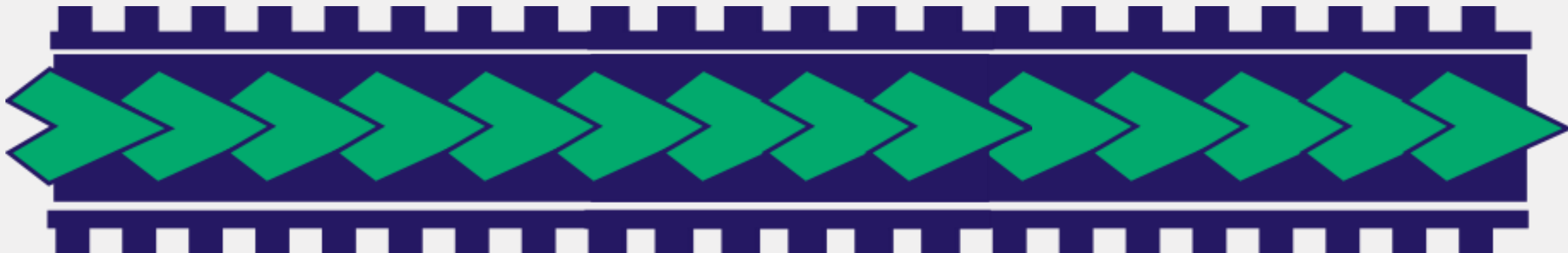
Stage 1

Design



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Introduction

- Training takes a lot of time, planning and resources.
- This guide gives you a few ideas when your resources are limited.
- Reading this guide could spark some fresh ideas.
- Resources include things like:
 - printed materials
 - learning spaces
 - computers
 - help from other trainers
- Limits include things like:
 - limited space
 - limited time
 - limited help from other people
 - not having the equipment you need



Get learners involved

TIP 1

Learners can create their own resources

- Ask learners to make posters with old magazines and newspapers
- Run a competition for the best resource
- Re-use this idea for other groups
- Create these posters as part of the students' learning

Bring your own

- If the resource you need is an item learners can bring from home, ask them to bring their own resources to class

Presentations and roleplays

- Ask learners to create presentations to present back to the class
- Teaching is also part of their learning
- You could also get learners to do role-plays if the topic allows for it

Get learners even more involved

TIP 1

Champions

- Train some learners in your class to be 'champions' who can help other students

Peer assessment

- Ask learners to assess each other

Feedback

- Ask learners for ideas for how you can do more with less

Use alternative resources

- Online
 - Do an online search for free resources
 - Look on Open Education Resources – oercommons.org
 - Digital versions of learning resources can be powerful
- Use a board
 - Write notes on the whiteboard or blackboard for learners to follow
- Make copies
 - Make copies of learning materials which you can re-use for several classes

TIP 2



Use even more alternative resources

- Send out notes
 - Send digital notes to learners which they can access on a device
- Data projector
 - Use a projector if you have one and have learners make their own notes
- Images
 - Try using images instead of written learning material
- Environment
 - Try training in a different environment such as outside if there are problems with learning spaces

TIP 2



Use teamwork

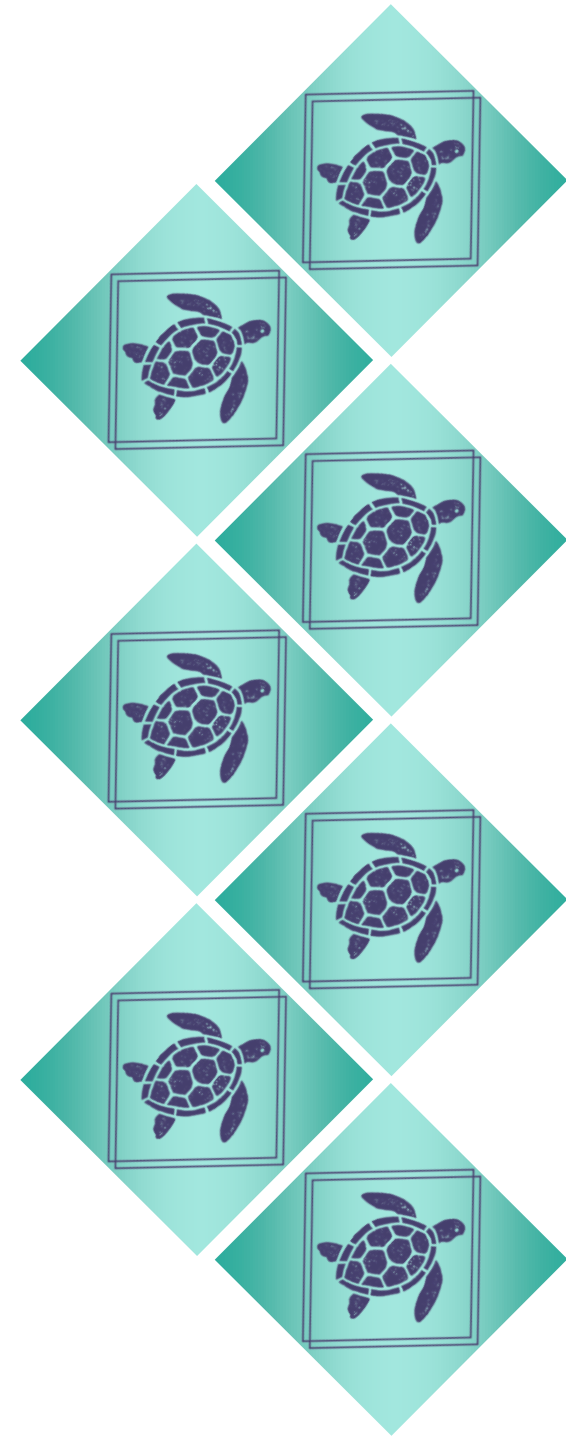
Between learners

- Encourage teamwork between learners
- This can include peer assessment

Between trainers

- Share the cost of buying resources with other trainers
- Share resources between trainers and other training providers
- Make your resources available under open licence so you can share them across your country and region

TIP
3



Tap into local businesses

TIP 4



Ask for help, such as sponsorship donations, or equipment



Create work experience opportunities for learners

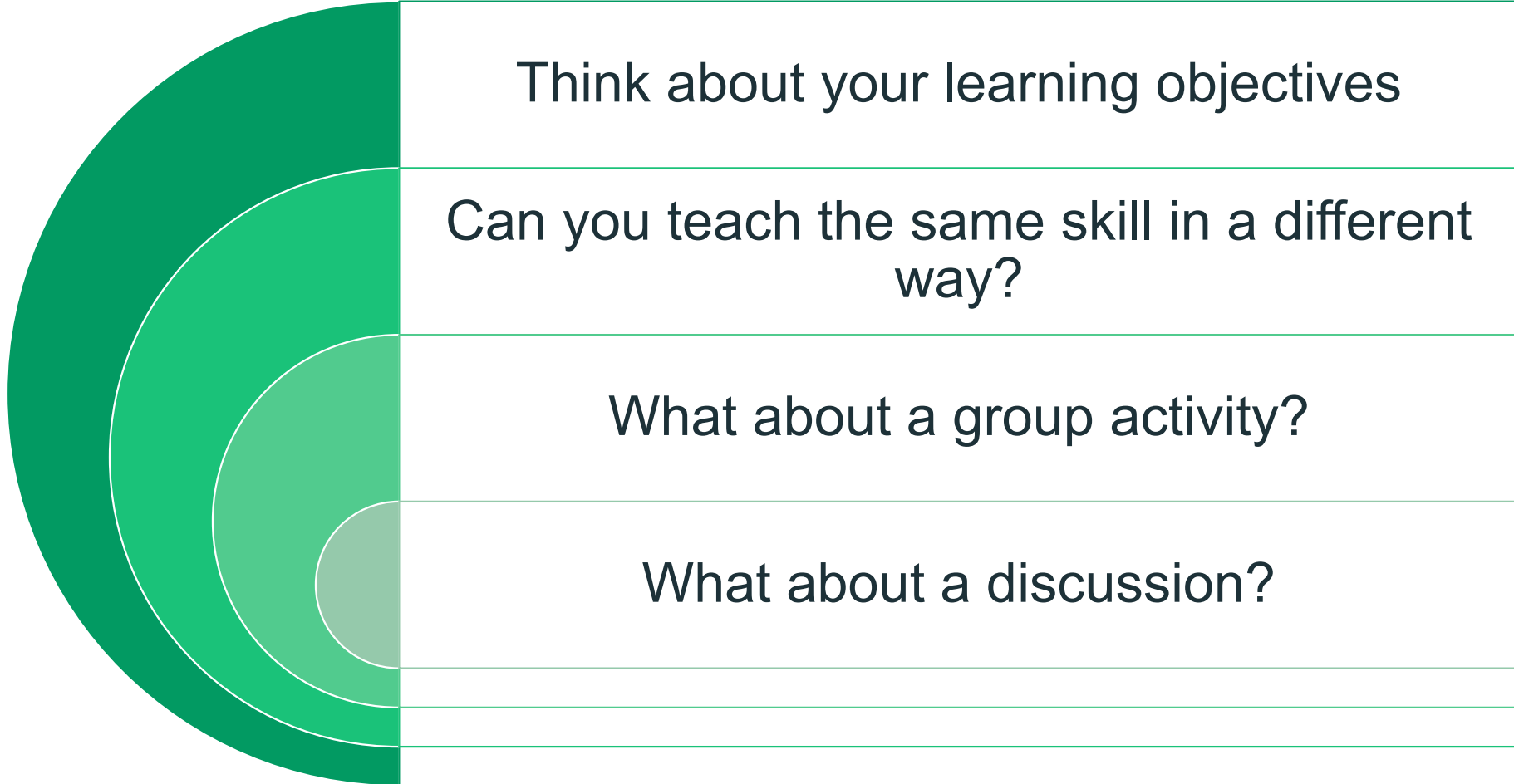


Invite business owners to visit and do a demonstration



Use different ways of learning

TIP 5



Simplify assessment

TIP 6



Create a checklist with the competencies and learner names on one page



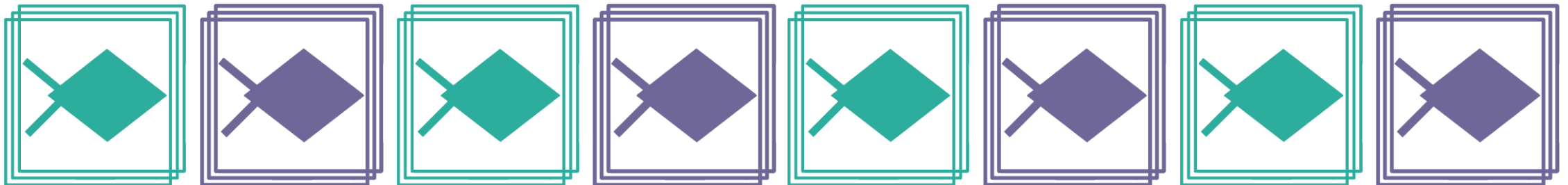
Check off the competencies as you observe them in class



Connect with local communities and other institutions

- Ask community organisations and other institutions for help, such as:
 - guest speakers
 - assistant trainers
- Share your resources with other training providers.

TIP 7



Summary

- Get learners involved
- Use alternative resources
- Use teamwork
- Tap into local businesses
- Use different ways of learning
- Simplify assessment
- Connect with local communities and other institutions

