

CONTENTS

Chapters	Page
1. Introduction	1
2. Systematic approach to training	3
3. Principles of adult learning	12
4. The learning unit	15
5. Preparing a lecture	17
6. Brief overview of participatory training methods	26
7. Visual aids	33
8. Characteristics of a trainer	36
Appendices	
I. Model lecture plan	38
II. Lecture checklist	41
III. Checklist of Dos and Don'ts when lecturing	43