

GUIDELINES FOR VISITING LECTURERS

The Hong Kong Legal Training Institute (“the HKLTI”) places strong focuses on the quality of our training and sees its Visiting Lecturers as crucial parts in the processes for our successes.

While training styles differ from trainer to trainer and from seminar to seminar, the HKLTI considers the following guideline questions useful for our Visiting Lecturers to walk through in the preparation and delivery of our training, with reference to participants of training by the HKLTI. Matters listed below may help in identifying particular skills or techniques in the training for focusing on.

Training Style

- Draw on relevance and importance of subject for participants upfront, illustrating with real life and related case examples
- Demonstrate and gear up enthusiasm for the subject, such as by standing up and walking among the audience
- Raise or lower voice for variety and emphasis and attend whether rate of speech being appropriate for discussing or note-taking
- Maintain at all times eye contact, facial expression, posture or motion to sustain participants’ interest
- Encourage interactive participations by saying expressly so and keep on probing or redirecting questions for self or for participants at large
- Allow case studies and manage discussions with a view to learning the designed point(s) to take in each case

Training Preparation

- Know the subject, know the subject and know the subject
- Allow for depth and breadth of material to be covered as tailor-made to differing participants
- Design the materials to match the needs and expectation of the training outline and participants, making the content presented to be accepted as being relevant, important and of interest to the audience
- Read and re-read the training materials and installing point(s) to take home in each ppt slide / bullet point / case study

Training Delivery

- Structure and sequence the training logically in different time slots, each to be well prepared
- Present and explain in an organised manner with strong focuses on clarity from participants’ perspectives
- Use at least dozens of examples and illustrations to clarify difficult or dry concepts
- Plan, review and (if needed) improvise on training methods to ensure being appropriate to the goals of the training
- Be willing and able to vary the pattern of delivery through movement gesture, voice level, tone and pace, and jokes
- Integrate delivery with training materials effectively to make sure all needed are to be covered