

HOW TO **A⁺**CE YOUR TTT ASSESSMENT

Here are some insights from an assessor's perspective on how you can obtain a score of 75% and above to pass your TTT assessment.

Session Plan

The basics of all basics when it comes to the TTT assessment is writing a comprehensive session plan. Just make sure that when another person reads the session plan and compares it with the actual delivery, 80% is the same.

Ice-Breaker

An ice-breaker need not be elaborate. Considering the time you have, anything around 1 minute is sufficient. A good ice-breaker should manage to grab the participant's attention and introduce the topic or relates to the key content.

Learning Objective

Be realistic in terms of what you can achieve in the allocated time. The idea is to be able to achieve ALL listed objectives, so keep it minimal. Describe the learning objectives using action verbs that reflect the competency level that you are aiming for (e.g. refer Blooms Taxonomy).

Put the learning objectives in your presentation slide so that the assessor won't miss it!

If you are not precise in your intended direction, you will always end up in the wrong place.

Well-Structured Content

The ability to structure your content from introduction to body to closing with a good logical flow is essential. You may structure it as follows:

- + Overview
- + Reasons / Benefits
- + Main content: 3 – 5 key points
- + Conclusion

People don't plan to fail, but they fail to plan!

A⁺udio-Visual & Delivery Techniques

There are plenty of ways to earn points here. Utilising a variety of training aids (slides, whiteboard, flip chart, etc.) is definitely a plus. Distributing handouts and samples for each participant can also earn you points. Most assessors look for signs of effort – the more effort you put in to prepare for the assessment, the higher marks you may get.

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Session Flow

A good flow is when the session is delivered with:

- + proper continuity between topic and sub-topic
- + smooth transition between sub-topics
- + topics / sub-topics are in proper order and in logical sequence
- + a steady pace (not rushed or too slow)
- + session ends within the allocated time

Engaging the Audience

This is where the assessors look for application of 'adult learning' by the trainer. With proper eye contact, gestures and voice projection, the goal is for the trainer to be able to:

- + interact professionally
- + make the audience feel at ease / comfortable to learn
- + hold the attention of the audience
- + manage the energy of the room

Effective Handling of Questions

If you don't get any question from your audience, you don't earn any points here because marks are given when you 'handle a question' not when you 'ask questions'. Possible reason for not getting any questions from your audience is either because the topic was too simple for them or the topic was too alien to them (they don't know what to ask).

If you manage to get questions, make sure you:

- + acknowledge and understand the question
- + address the rest of the audience when you answer (don't just focus on the person asking)
- + reconfirm if you have managed to answer the question to the satisfaction of the person asking

Summarise the Session

Make sure you summarised your content into key points or a memorable visual (e.g. acronym, chart, pictorial, etc.), preferably on one (1) single slide.

It would also be good to maintain engagement of the audience by interacting with them during the summary – also to check if they remembered what you have just shared with them.

Review the Outcome

The difference between a summary and review outcome is that for this one, the goal is to see if you have successfully delivered the right message to the participants and the learning objectives were met. For example, if your session goal was for the participants to 'understand', then they must be able to not only recall but also reinterpret certain conditions correctly. This can be done via a simple quiz that may take up 1 ~ 2 minutes.