

4.11 FLIP CHARTS

The Flip Chart: A Versatile Tool for Adult Training

A flip chart is a large stand with a pad of paper sheets that can be flipped over to reveal new surfaces for writing or drawing. It's a lowtech yet effective tool for visual communication in training sessions.

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Advantages & Disadvantages

Advantages of Using Flip Charts:

- Low-cost and readily available: Flip charts are inexpensive and readily available, making them an accessible training tool.
- **Flexibility and Adaptability:** Information can be added or adjusted on the fly, catering to the flow of the session and trainee questions.
- **Collaboration and Interaction:** Trainers can involve participants by inviting them to write, draw, or contribute ideas directly on the flip chart.
- **Visual Aid:** Charts, diagrams, and key points can be visually presented to enhance understanding and retention.
- **Focus and Attention:** The act of flipping pages and revealing new information can help maintain trainee focus.

Disadvantages of Using Flip Charts:

- **Limited Content Display:** Flip charts can't display complex visuals or animations compared to digital presentations.
- **Durability and Reusability:** Paper used on flip charts is not reusable, creating waste with each training session.
- Accessibility Limitations: Trainees seated further away might struggle to see details on the flip chart.
- **Limited Multimedia Integration:** Videos, sound effects, or interactive elements cannot be easily incorporated.

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When to Use a Flip Chart:

- Interactive Sessions: When active participation and brainstorming are encouraged.
- **Visual Learners:** To reinforce key points through diagrams, mind maps, or graphic organisers.
- **Small Training Groups:** For sessions with a limited number of participants, where everyone can clearly see the flip chart.
- Informal Training Settings: In workshops or discussions where a flexible and adaptable approach is preferred.

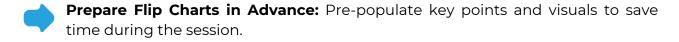
How to Use a Flip Chart Effectively:

- **Large, Clear Writing:** Use bold markers and clear handwriting to ensure everyone can read the information.
- Organisation and Layout: Structure the flip chart with headings, bullet points, and visuals to enhance readability.
- **Limit Text:** Focus on key points and visuals; avoid lengthy paragraphs that overwhelm trainees.
- **Colour Coding:** Utilise different colours to highlight important information or differentiate sections.
- **Gradual Reveal:** Flip pages strategically to unveil information progressively and maintain focus.



Best Practices & Example

Effective Tips:



- **Leave Space for Notes:** Leave blank space on each flip chart for additional notes or questions from trainees.
- **Post Flip Charts After Sessions:** Display completed flip charts for reference during or after the training.
- **Consider Digital Alternatives:** For more complex visuals or presentations, a projector and digital flip chart software can be used in conjunction with a physical flip chart.

Example:

A trainer is conducting a session on problem-solving techniques. They can use a flip chart to visually represent the different steps of the problem-solving process.

Trainees can then be invited to brainstorm and contribute ideas for each step by writing them directly on the flip chart, fostering collaboration and active participation.