



The CPD Standards Office
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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 low-tech yet effective tool for visual communication in training sessions.

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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.
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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.
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Effective Tips:

- ➡ **Prepare Flip Charts in Advance:** Pre-populate key points and visuals to save time during the session.
 - ➡ **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.
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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.
