

Pre-Class:

- Know your subject one level above what you are teaching.
- Check the equipment for any problems.
- Check the software for any problems.
- Check your materials: do you have everything? Sign-in sheets, books, etc.

During Class:

- Reinforce your interest in them by using their names.
- Don't forget to provide objectives and summarization.
- Use good questioning techniques to gauge their understanding.
- Watch for signs tipping you off to their learning/input style so you can gear your teaching to that style.

Beginning of Class

- Remember to get students expectations for the class.
- Identify where the break areas are and negotiate when breaks will be taken.
- Identify smoking areas.
- Mention location of rest rooms.
- Mention where refreshments can be consumed.
- See if there are any special needs that participants need to make you aware of, ex. have to take medication at a certain time.
- Provide information on making the environment more comfortable, ex. Adjustment of chairs, lights and temperature.
- Identify your "classroom rules" — such as how questions will be handled.

End of Class

- Identify any outstanding questions that you need to follow-up on: remember if you said you would get back to them on something it's a verbal contract.
- Please leave the room while students are filling out the evaluations. Have the students leave the evaluations in a designated area or identify a participant to collect the evaluations.
- Return the software to its original start-up state.
- Complete the instructor evaluation form if applicable.
- Make sure all paperwork is properly filed.
- If applicable distribute certificates.



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Page 1 of 1.

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