

INSTRUCTOR GUIDELINES

This list is not all inclusive. See your Course Manager to discuss any other course specific criteria they may have for your particular course.

- Read through and be familiar with the material and instructions in the Instructor Guide, Student Manual and handouts for the course and fully prepared to teach required sections.
- Be fully prepared to work with the exercises, exams and activities that support the course and be ready to deliver these as needed.
- Be on time and prepared to instruct.
- Return from breaks on time.
- Be in the classroom during course delivery even if you are not instructing as discussions may occur that require your input.
- Keep sidebar conversations to a minimum. Step outside the classroom if it is necessary to speak to another person.
- Keep comments applicable to the audience, i.e., national in scope.
- Apply adult learning methodologies in helping each individual achieve the learning objectives.
- Stay on time as allocated on the Course Agenda
- Allow time for questions and answers either during or after presentations.
- Change your podium sign at the end of your presentation as a courtesy to the instructor who follows.
- Refrain from standing behind the podium as much as possible.
- Talk to the participants and not the slides.
- Notify the course manager immediately of any missing materials for your presentation.
- In a pre-course discussion, decide how to handle each other's comments while the other is instructing, break times, who is the lead on what topics, who is helping with exercises and other important other course delivery issues.
- Notify the Course Manager of any issues with participants.

- Assist other instructors with activities such as capturing information on charts.
- Do not use offensive remarks, jokes, videos or pictures.
- Use the microphone.
- Speak in an interesting, animated tone of voice avoiding monotone presentations.
- Do not add any material to the course without the permission of the Course Manager.