Instructor Development Course Breakdown

Module 1: Introduction (Approximately 90 minutes)

This module consists of an overview of the Instructor Development Course and includes skills proficiency testing in the areas the Instructor Candidates will be teaching.

Module 2: Instructor Attributes (Approximately 40 minutes)

This module discusses proven techniques that make an effective instructor. It includes discussion about how to begin a class with introduction techniques and proven icebreakers.

Module 3: Learning Styles (Approximately 60 minutes)

This module focuses on the importance of knowing who you are teaching. The makeup of the participants—who they are, where they are from, and their backgrounds—is important as instructors try to meet the needs of the participants. The section discusses the adult learner, learning styles, and how to motivate the adult learner. The module also presents information on challenging participants—those who can be disruptive—and how to handle them.

Module 4: Managing the Challenging Participant (Approximately 40 minutes)

This module focuses on the importance of identifying the "challenging participants"—those who can be disruptive—and how to effectively management them in the classroom.

Module 5: Course Preparation (Approximately 90 minutes)

This module focuses on course planning. There are several important steps in planning an ECSI course. Instructor candidates review lesson plans and begins the discussion about teaching methods that will best present the information to the participants. Instructor candidates prepare and review their presentation using the sample lesson plans presented in this module and the lesson plans in the IRMs.

Module 6: Teaching Strategies (Approximately 120 minutes)

This module gets to the heart of teaching—the presentation. This section discusses course preparation and how to deal with being nervous. The importance of eye contact is discussed as well as how to avoid 'filler' words. Information is also provided about how to get participants involved and participating in the class. Teaching techniques are examined from both the positive and negative aspects.

Module 7: Presentation Skills (Approximately 180 minutes)

This module enables Instructor candidates to provide their prepared presentations and receive feedback from their peers and the IT. Constructive criticism is encouraged.

Module 8: Course Conclusion (Approximately 60 minutes)

This module discusses the responsibilities that the instructor has at the end of each course such as course rosters and the issuing of course completion cards. It also prepares the instructor candidate for the tasks of disassembling, cleaning, and storing any equipment used during a course. Instructor candidates are also given information about the next steps in their instructor authorization process. Course evaluations are distributed and collected at this time.