

Operational Leadership Presenter Skills Development Program

Stephen T. Mather Training Center

Dates of class

Description:

This course is designed to increase the effectiveness and overall performance of collateral duty instructors, trainers, and facilitators (henceforth called instructors) for NPS Instructor Led training and learning venues. Instructors bring content from their courses and use this content to improve platform, presentation, and facilitation skills as an instructor. It is understood that this workshop is designed for relatively new instructors to hone their skills in front of a class and to improve their overall effectiveness which in-turn increases their student's performance. Participants will deliver three presentations over the three day course with feedback provided after each session. The instructor skills and techniques are what are being developed in this workshop not the content.

Objective:

Given a standard classroom setup and authentic lesson plans and/or materials from his or her own training program, an instructor will be able to facilitate an effective learning experience by performing the following enabling objectives.

- A. Role-modeled professional interactions
- B. Facilitated an instructional presentation composed of an opener, lesson objectives, presentation, discussion and summary
- C. Engaged learners by using three or more creative delivery techniques and adult learning principles

Target Audience:

Collateral duty instructors, trainers, facilitators with varying amounts of experience who have delivered content in the classroom.

Tuesday,

Time	What's Happening	Instructor
8:00 am	Welcome and Introduction 1. Logistics and Agenda 2. Expectations and outcomes for course 3. Introductions of Participants/Instructors (Activity "something new" ... posters) 4. Ground Rules (Activity)	Instructor names
9:45	Break	
10:00-10:45 (module 1)	Skill Practice and Feedback Introduction Handout Feedback Form <i>*Have first module presenter go first in front of everyone to demo how we are doing this</i> Groups split up	Instructor names
10:45 - 11:00	Group splits up and convene in the assigned classrooms with an instructor in each classroom	2 Instructors, two classrooms
11:00 – 11:30 (module 2) 11:30 – 12:00 (module 3)	Skill Practice and Feedback continues with next two presentations <i>(5 min prep, 15 min present, 10 min debrief)</i>	2 Instructors, two classrooms
12:00 pm	Lunch	
1:00 – 1:30 1:30 – 2:00 2:00 – 2:30	Skill Practice and Feedback continues <i>(5 min prep, 15 min present, 10 min debrief)</i>	2 Instructors, two classrooms
2:30 – 2:45	Break	
2:45 – 5:00	Debrief and Review	Instructor names Homework: "My Learning Best"

		Assignment
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Wednesday,

Time	What's Happening	Instructor
8:00 am	Check-in and Announcements Adult Learning New Group Assignments	- Communication Activity - Instructor – Debrief “My Learning Best” homework - David Barton -Adult Learning presentation - Mark Herberger (assignments displayed on board)
9:45	Break	
10:00 – 11:30	Skill Practice and Feedback Session Preparation#2	Individual work
11:30 – 12:30	Lunch	
12:45 – 1:15 1:15 – 1:45 1:45 – 2:15 Break 2:30 – 3:00 3:00 – 3:30 3:30 – 4:00	Skill Practice and Feedback Session #2 Groups convene into two assigned classrooms <i>(5 min prep, 15 min present, 10 min debrief)</i>	2 Instructors, two classrooms
4:00 - 4:30	Debrief	Homework: explore Tools for Trainers website especially under Resources

Thursday,

Time	What's Happening	Instructor
8:00 am	Check in and Announcements	Instructors
8:00 – 10:30	Round Table Discussion <ul style="list-style-type: none">* Co-teaching* Asking Questions* Managing the classroom* Using Technology* Time Management	Instructors/participants Gallery Walk
10:30 – 11:30	Final Skill Practice Preparation #3	
11:30	Lunch	
12:30 – 1:00 1:00 – 1:30 1:30 – 2:00 Break 2:15 – 2:45 2:45 - 3:15 3:15 – 3:45 Break	Final Presentations #3 <i>(5 min prep, 15 min present, 10 min debrief)</i>	2 instructors, two classrooms
4:00 – 4:15	Action Planning	Reconvene in main classroom
4:20 – 5:00	Tying it all together – Relevancy Course Evaluation	Mark Herberger