



Time Management

Know your content inside and out. If you spend longer on a topic because of good discussion, know where you can get that time back.

All courses have need to know and nice to know sections. Nice to know can be provided via handouts or follow up webinars or emails.

Discuss ahead of time, if possible, with your co-instructor, areas that you've seen take longer. Decide which sessions can be shortened to accommodate for possible overages of other sessions.

Some ideas for making up time:

Assign individual reading for a Q&A session after their reading conduct Q&A(your Q, their A), or small groups read to summarize for the rest of the class. Not recommending homework for the OL class, suggesting class time for individual or small group to review a chunk with a 3 – 5 minute summary. If have four groups of six...that's four chunks of content reviewed or read for 15 minutes; with 12 – 20 minutes for delivery – 35 minutes (ok maybe 45 minutes until you get really good at it)

Prepare to lecture...it's the quickest way to get through content.