

Tips to Keep Adults Coming Back

1. Arrive early, then start and end class on time.
2. Learn the names of participants early on and use them.
3. Plan more material than you need.
4. Use a variety of teaching methods and visual aids.
5. Avoid busy work or excessive reading that could be done after class.
6. Be enthusiastic and passionate about what you are teaching.
7. Avoid arguing or embarrassing a participant who challenges something you say.
8. Encourage and compliment participants' accomplishments.
9. Welcome participant questions, but tactfully redirect anyone from dominating the conversation by addressing any ongoing questions individually during a break or after class if needed.
10. Be flexible, respectful, tolerant, and cheerful.
11. Have a business-like or professional appearance tailored to your area of expertise.
12. Avoid word mannerisms, poor posture, and fiddling with things.
13. Prepare and include any relevant handouts, resource lists, or other helpful information.
14. Remember that you are there to educate and not to sell your business.
15. Have a sense of humor! Have fun!

Select a Variety of Teaching Methods

1. Lecture
2. Group Discussion
3. Demonstration
4. Practice
5. Visual Aids (handouts, flip chart, slide presentation, posters, project displays)
6. Role Playing
7. Brainstorming
8. Posing Questions
9. Small Group Interaction
10. Individual Instruction

Choose your teaching methods based on the following:

- subject matter or content
- size of your class
- availability of space
- participant experience
- participant limitations (age, intellect, physical abilities)
- participant interests and goals
- cost and logistics

Make Your First Night of Class a Success

1. Arrive early
2. Create a pleasant atmosphere (display examples, move chairs if needed to maximize participant comfort, and get all equipment set up)
3. Sign and complete any administrative paperwork requested by Community Ed.
4. Greet participants individually as they arrive
5. Open with a friendly, positive attitude. Smile, be energetic, and let them see your enthusiasm for what you do.
6. Introduce yourself to the group. Share briefly your background and experience and why you're excited to teach.
7. Let participants know where emergency exits and bathrooms are located.
8. Give a brief overview of the course content and what you hope to accomplish.
9. Teach using an organized format and well-planned content but allow for and encourage friendly, informal discussion.
10. End class on time.