



Do you feel it?
It's the **ENERGY**
you build when
you teach or
participate in a
Community
Education
activity!

Let us know how we can support you!

Melissa Henderson
Coordinator, Marketing and Enrichment
763-391-7117
hendersonm@district279.org

Rob Sturdy
Community Education, Educational Support Para
763-391-7119
sturdyr@district279.org



DIVE

into Adult Enrichment

**Make Your Class A Success!
4 Simple Strategies**

Created Especially for
Instructors of Adult Classes



Adult Enrichment
Community Education

DIVE in!

YOU are not only a teacher, but an advocate for lifelong learning and an ambassador for District 279 Community Education! Your challenge is to create an experience for your students that is positive, engaging, enlightening and **ENERGIZING!**

Can you do it?
Can you be that instructor?
Of course!

This guide is full of tools and tips to help you design classes that are effective and energizing! When you teach: exude positive energy, be supportive of student learning and questions, and reflect confidence in ALL situations to make the experience excellent for students. Working together we will resolve issues that can arise from time to time, but it is your job to make each and every experience positive for your students! Negative talk hurts us all. It is up to you to build a strong clientele and a reputation of excellence for your classes!

The DIVE program is adapted from the popular book,
How to Teach Adults, by William A. Draves

Take the DIVE-in Challenge:
How many of these strategies can you incorporate into your next class?

D = Discover your participants!

- ✓ **Arrive early!**
- ✓ **Welcome students as they arrive, invite them to take a seat and small talk.**
- ✓ **Start class: introduce yourself and share your qualifications!**
- ✓ **Avoid unmet student expectations by asking:**
Why are you here? What do you hope to learn?
- ✓ **Outline the evenings events and DIVE in!**

I = Involve your participants!

Maximize the involvement of your students and increase your success as an instructor.

- ✓ **Encourage questions and comments!**
- ✓ Ask your **students to share experiences** relevant to the topic.
- ✓ Break into **small discussion groups or partners** to talk about the topic at hand.

V = Vary your teaching techniques!

- ✓ **Group Discussion** has replaced the model of predominantly instructor lead classes.
- ✓ **Over-the-Shoulder Instruction** (or modeling). This is particularly effective in hands-on instruction classes or to help students discover a new skill or task.
- ✓ **Show and Do:** The instructor demonstrates the techniques and tools, giving adequate directions. Students then complete a project of their own with instructor support!
- ✓ **Formal Classroom Instruction:** Formal classroom instruction models should always be balanced by other more interactive methods to make your class effective!

E = Energize Your Learning Environment!

Your class becomes an EXPERIENCE! Catch the Energy of lifelong learning!

- ✓ **The room arrangement:** U-shape, Banquet Square, Circle the chairs, etc. (remember to return the space exactly as you found it!)
- ✓ **Assess the students ability to see, hear and write**
- ✓ **Audio-Visual tools** such as **PowerPoint presentations, CD's, Television/DVD's**
Keep visuals simple! You are the STAR! Visuals complement your instruction.
- ✓ **Devices and Aids: Flipcharts, overhead projectors, , charts** etc.
- ✓ **Handouts! Recipes, charts, graphs, reading lists, web resources, quotes, pamphlets or booklets!** Handouts must be professional, typed, easy to read. Handouts cannot contain your company's logo/identity and must comply with copyright laws.
- ✓ **Learning Mediums** change your session from a class to an **EXPERIENCE!**
 - Music** - before class, during breaks and in the background.
 - Displays** - of work, resources, handouts, class related props etc.
 - Decorations** - can create a warm learning environment: balloons, flowers, plants
 - Certificates or Ribbons** - presented to each student at the end of your course
 - Tokens** - small tokens, gifts or other items to thank your participants
 - Treats** - snacks, treats and beverages can enhance the learning.
CLEAN-UP is essential!

*And remember - you are the best advocate for your class and Community Education!
Don't be shy about promoting your class and others!*