Facilitator Bootcamp
Peggy Winn and Stu Gentry
4 Weeks beginning 09/17
Tuesday 1:00 – 3:00

The purpose of this 4-week workshop is for students to develop the fundamental elements for a class (topic, summary, syllabus) that can be used for a future OLLI class AND learn methods and tips for delivering the course effectively. Some of the content and the approach for this workshop will be driven by (1) the number of people that register for the class and (2) the expectations, needs and concerns that are expressed by students during the first week. Topics to be covered include, but are not limited to the following:

• Determining what you want your class to be about
  o Types and structures of classes
  o Discussion and sharing of ideas for class topics
  o Available resources (DVDs, Movies, YouTube etc.)

• Planning and Developing Your Class
  o Developing your class summary and syllabus
  o Marketing your class (catalog and syllabus)
  o Submitting your class (proposal) online
  o Utilizing various forms of media

• Delivering your course effectively
  o Tips for overcoming jitters
  o Communicating with your class
  o Time management
  o Using technology to enhance your class
  o Engaging your class in discussion, Q&A
  o A bit about evaluations