



OLLI South Facilitator Training

Welcome and Thank You

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Introductions

- Name
- Are you presenting a course for Winter
- What do you hope to get out of this training

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Facilitator Workshop Classes

- **Session 1**
 - Planning Your Course
OLLI Process
- **Session 2**
 - Delivering Your Course
Being an Effective Facilitator
- **Session 3**
 - Audio and Video Equipment Training

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Vision – Plan – Action



You Have an Idea For A Topic...
Now What ???

Good News... Your Not Starting From Scratch

**When you first thought about teaching a course,
what came to mind?**

- What excited you about topic?
- What were you imagining that the class might look like?

Use this excitement as your foundation

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Good News... Your Not Starting From Scratch

Learning From the Past

- What is your experience with OLLI courses that went well ?
... and ...
- What about those that were less successful ?

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Refining that Vision

One of the quickest ways to fail at reaching ones target is to never identify the target in the first place.

- Otherwise known as...

You can't be all things to all people
You can't teach to all levels of experience
You can't teach all that is known

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#1 Who is Your Target Audience?

OLLI Students are...

- Mostly Retirees
- Motivated
- Want to stretch their minds by taking "interesting" courses
- Bring rich life experiences

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#1 Who is Your Target Audience?

But at Same Time . . .

- Have very divergent backgrounds

What Level of Expertise are You Expecting from your Students?

- Must be clear about this at very onset as you plan your course

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#2 What Do You Want Your Students To Take Away From Class?

- You can't teach everything
- Students can't remember everything
- . . . So What Would You Like Them to Leave With By the End of Class?
- True for entire term... and for each session

Identify desired key "sound bites"
Reinforce through repetition

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Vision – Plan – Action

Moving from Vision to Plan

**What Tools Are You Going
to Use to Reach that Vision?**

Key Questions to Consider

- **Class format**
- **What is your role as facilitator going to be**
- **In-class resources**
- **Supporting materials**

Class Format

How do you want to structure the course?

- **Audio/Video, Lecture, Discussion**
Each has advantages for different situations
Can mix and match in same class
- **Viewpoints – members drive the class**
- **Presentations – class members**

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What Do You Plan for Your Role as Facilitator?

- **An instructor instructs. . .**
- **But an OLLI facilitator sometimes *teaches*, sometimes *moderates*, sometimes *mediates*, sometimes *participates*, but always helps class move forward**
- **Given your Vision for the course and your planned Format, what do you see as your role in class?**

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In-Class Resources

What external sources do you plan to bring into your class sessions?

- Stories
- Real life experiences
- Case studies
- Newspaper articles
- YouTube videos, etc.
- Guest speakers

**Variety is good !
As is recognizing that people learn differently**

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In-Class Resources

A special word about using “Great Courses” (G.C.)

- **Many find G.C. to be a helpful resource**
 - OLLI-DU has library of available courses
 - Can purchase a new course... depending on cost
- **But be careful about over reliance on GC course**
 - Can be formulaic and stilted
 - Can be disjointed from one session to next
 - No chance to interact or ask questions during class
- **Best when G.C. augmented by facilitator**

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Supporting Materials

Do you plan on having students have access to material outside of class?

- Textbook (optional or required?)
- Web resources
- Out-of-class assignments

Not all students will do outside reading, but some like opportunity to prepare beforehand and review afterwards.

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Supporting Materials

Distributing Reading Material

- Limit excessive hard-copy handouts
- Use email with attachments
- Better yet: Use Portfolio

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Vision – Plan – Action

Summarizing Your Vision and Plan

Summarizing Your Vision & Plan

Should have enough details at this point to be able to give someone your “Elevator Speech”

- Your own goals and excitement for course
- Why someone else should want to take course
- What your students should be able to expect

The types of things that you would share at the OLLI Noon Show.

Vision – Plan – Action

How OLLI Can Help You Succeed

Getting Ready

Who do I ask for help?

- **The sub-committee co-chairs**
- **OLLI South facilitators**
- **Co-Facilitators**

Portfolio

- What is it?
- Why use it?

Portfolio

[Mesoamerica -The Maya](#)

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Portfolio

- To create a new portfolio page for your course and to get technical help:

Larry Walling
larrywksucat@gmail.com
303-619-7384

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Other Helpful Information

Audio/Video Training
The Noon Show

AV Facilitator Training

- The Friday before classes start
- Ron Moon will send you an email with times and further details
- Ron and Geek Squad Members will be available to teach you how to set up and use your computer with the equipment:
 - DVD Player
 - Projector
 - Sound
 - Microphones if needed

The OLLI South Noon Show

- Panel Discussions with Facilitators
- Lunch hour shows: 11:45 A.M. – 12:45 P.M.
- Your chance to “plug” your course.

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Questions?




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Remember
Enjoyable OLLI courses are . . .

- ...where there is an informal, comfortable and relaxed environment.
- ...where members learn through a variety of enthusiastic presentations and a sharing of information.
- ...where the majority participate in the discussions and they remain pertinent to the topic of the course.
- ...where you and course attendees believe that the course was indeed an enjoyable experience.

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Being a facilitator is great— *enjoy it*
You are what makes OLLI a success
Thank you...



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