Instructor Checklist

- ☐ Request for Training
  NHI hosts request training by completing a host request form on-line at the NHI Website http://www.nhi.fhwa.dot.gov/. When you receive notice from NHI that a session has been requested, you must contact the designated individual within two weeks to firm up the session date.

- ☐ Once the session is confirmed, and you have received the session confirmation email from NHI – here are some suggestions for preparation.

  - If you are not listed in the NHI system as the main point of contact for the course, be sure that individual forwards you the session confirmation email. It contains important information like the course number and session number
  - Be sure that you are registered with NHI as an instructor and that you have your four-digit instructor code. You may register on the NHI Website or contact Carolyn Eberhard (Carolyn.eberhard@fhwa.dot.gov or (703) 235-0010), the NHI Instructor Liaison, if you have problems registering on the website.

- ☐ Course Instruction and Content

  Work with the Local Host/Coordinator to set the start and end times for the session – and ask for any local examples or concerns that will help you provide relevant examples for the local environment. Also confirm the training dates, location, and number of participants (30 maximum participants).

  Ask the Local Host/Coordinator for any equipment or room set up that you need. Normal items to request include:

  - Videotape/DVD player
  - LCD Projector compatible with a notebook computer (Like an InFocus Machine)
  - Cables necessary to connect projector to computer, if possible
  - Spare projector bulb, if possible
  - Projection screen
  - Electronic remote device to advance slides in PowerPoint presentation, if available
  - Power strip and a 20 foot extension cord
  - Lectern or instructor table
  - Whiteboard with dry-mark pens and eraser
  - Flip charts (at least 5) and large markers, assorted colors (at least 5 sets)
  - Large black markers for participant name tents (one per two participants)
  - Masking tape (at least two rolls)

- Three Weeks Before the Course

  - Confirm logistical information with the Local Host/Coordinator and make any final travel arrangements
  - Confirm that all the course material and the administrative package has been received
  - We also recommend you identify a potential back-up instructor in case you have any issues getting to the session
  - Review your course materials and prepare local examples

  Ensure you have the following materials:

  - Instructor Guide (IG), one copy for each instructor
  - PowerPoint Presentation
  - Resource Information CD
  - Read and study the IG, PowerPoint Presentation, Resource Information CD and the Host issues
  - Computer loaded with at least Windows 98 and PowerPoint 2000 or higher
  - LCD projector compatible with a notebook computer (i.e. InFocus or similar make), if the Host cannot provide one
  - Cables necessary to connect projector to computer, if the Host cannot provide the projector
  - Spare projector bulb, if the Host cannot provide one
  - Electronic remote device to advance slides in the PowerPoint presentation, if available
  - List of participants with profiles summarizing their positions, responsibilities, and experience, if available
  - Case study materials
  - Copies of the course assessment for each participant
  - A watch or clock

- One Week Before the Course

  - Answer any emails from NHI or the Local Host/Coordinator
  - Get directions to the training site
  - Review the instructions for having the participants complete the scannable forms http://fhwa.breezecentral.com/scan/

- First Day of the Course

  - Arrive at least an hour before the session starts
  - Help set-up the classroom (tables and chairs are arranged to maximize interaction, projectors do not block participants' lines of sight, flip charts are convenient to instructors and visible to participants, etc.)
  - Test all equipment
  - Help organize the participant material: (Participant Workbook/Resource Information CD, Tent Card, Sign-In Sheet, Participant Registration Forms, Pencils), how they need to complete them, and why they need to be completed)
  - Explain that the participants will need to initial the sign-in sheet in the a.m. and p.m. and score at least a 70% on the assessment in order to receive CEUs
  - Write your instructor code, the course number, and the session number on a flip chart page; post it on the wall so that participants can properly complete the forms

- Prepare the ground rules on a flip chart page. Cover the ground rules with the flip chart pad's cover or a blank flip chart page, and leave it covered until you review it during the training event. Ask if they have anything they would like to add to the ground rules, and post it on the wall so it is visible during the entire session

- During the Course

  - Allow plenty of time to get organized
  - Start on time and stay on track. Always start on time, even if only one participant is in the room. Keep exercises within their time limits. End discussions when they cease to be productive. Lead participants away from digressions and tangents, and back to the lesson
  - Be available during breaks and after class of questions
  - Walk among groups as they work on their case studies or exercises and answer question or offer guidance as appropriate. Ensure participants are on track as they work. Give constructive feedback during the case study solutions presentations and discussions
  - Review Questions: Throughout and at the end of each lesson, review questions should be asked to reinforce the learning outcomes for that lesson and to connect to upcoming material. As a general rule, review or discussion questions should be asked every six to eight slides. Avoid YES or NO questions and try to use open-ended questions to draw participants into the material. Sample review questions are available in the IG; however, the instructor can also develop additional questions. Make sure all questions directly relate and support the learning outcomes
  - Lesson Outcomes: At the beginning of each lesson, review that lesson's outcomes by introducing the outcomes by saying: "At the end of this lesson, you will be able to…." Make sure participants are fully aware of the topics to be addressed in the lesson. Then, at the end of each lesson, review the outcomes once again using review questions or an activity/exercise to ensure the outcomes were met.
  - Enjoy teaching your session
  - Tell participants about other associated NHI courses
  - Prepare participants for the final exam
  - Proctor the final exam (including Pennsylvania exams)

- After the Course

  - Have participants complete evaluations
  - Take down all posted flip chart pages
  - Clean up the room
  - Complete the bottom section of each participant registration forms with session attendance, score from the final exam, and whether the participant passed or failed the exam
  - Return the complete package to NHI including the NHI Session Roster, the NHI Sign-In sheet(s), and the final exams, original of the NHI Participant Registration and Course Evaluation Forms within 10 days of the course. The instructor is responsible for sending these items to NHI
  - Instructors will not be paid until the completed package is received by NHI and deemed complete. If the package or forms are not filled out correctly – or you've used old forms- the material will be returned to you for remediation