

INSTRUCTOR NEWSLETTER

Improving the Performance of the Transportation Industry Through Training |

Spring '16

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When Dale Carnegie, author of the best-selling book *How to Win Friends and Influence People*, said there are only four ways to have contact with the world, what he meant was that we are judged by what we do, how we look, what we say, and how we say it. This applies to everyone everywhere, but it is particularly important for educators. So remember in your actions, be an inspiration. In your appearance, be professional. And when you speak, be knowledgeable and enthusiastic!

How do you apply these four ways of contact with the world? [Let us know.](#)

Planning Your Training

As a prepared instructor, you've come to class with an established agenda to keep your training on target. The agenda ensures there is sufficient time to cover all of the material supporting your course/lesson learning outcomes, but don't forget that breaks are equally important. Schedule regular breaks, time for lunch, and other pauses throughout your training to keep participants focused. Breaks are an excellent way to segue into new material, or refocus the class.

End-of-Course Exams Now in Instructor Guide

End-of-course exams are now included in the instructor guide. To help protect the integrity of the exam, instructors will need to make a copy of the test for each participant and distribute them at the time of the exam.

Instructors who do not have the end-of-course exam and answer sheet can contact the Training Program Manager or Instructional System Designer handling your particular discipline and ask for them to be sent to you.

NHI encourages all instructors to become familiar with the instructor guide. Please reach out to tonhicultureservice@dot.gov with any questions or comments.

New Instructor Development Course Dates Announced

Both new and experienced instructors can benefit from the knowledge and skills developed in this multi-day Instructor-led Training. This course is intended for instructors who will deliver interactive training to adult learners and will prepare students with essential adult learning principles. [Sign up today](#) for one of the

following sessions:

[FHWA-NHI-420018](#) (3.5 day)

Frankfurt, KY: April 26 – 29, 2016

Arlington, VA: May 17 – 20, 2016

[FHWA-NHI-420018A](#) (4.5 day)*

Arlington, VA: July 18 – 22, 2016

*This extended training contains all material covered in the 3.5 day course, with additional time spent on developing lesson plans and writing solid learning outcomes. This course is recommended for individuals serving on a course development team, or as a subject matter expert during course development.

Anyone interested in [hosting](#) an Instructor Development Course can [contact Carolyn Eberhard](#) at (703) 235-0952.

Wear Orange for Safety on April 13



Staff at the National Highway Institute in Arlington, Virginia wear orange to celebrate Go Orange Day during National Work Zone Awareness Week.

"Go Orange Day" is a day recognized by the [American Traffic Safety Services Association](#) that encourages roadway safety professionals across the country to wear orange in support of work zone safety. This year, [National Work Zone Awareness Week](#) runs from April 11 - 15, with Go Orange Day falling on Wednesday, April 13. Get involved by tweeting your photos in orange to @ATSSAHQ using hashtags #OrangeForSafety and #NWZAW.

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