# Steps to Success: Delivering Classroom Training

## Before each class

**Step 1**. **Check the room.** At least a day before the class, make sure that the training room is ready and the equipment needed for delivery of classes is on hand and working properly.

**Step 2. Check equipment and connectivity**. Technology is unpredictable. Anticipate this by checking computers, Internet access and signal, projectors, and other classroom equipment regularly.

**Step 3**. **Print handouts and pre/post-tests a few days in advance.** This allows you to make alternative arrangements should problems with printing or duplication occur.

**Step 4. Review materials before each class**. Websites and links change frequently. It is not uncommon for someone to teach a class in Facebook one week only to find that the interface has been changed the next week. Check key websites for changes regularly and adjust materials as needed before each class.

**Step 5.**  **Set up the classroom.** Place handouts at workstations, but leave computers off so that turning them on becomes part of the tasks students learn and repeat at each class. Adjust lighting, window shades, and temperature controls, as needed. Remember that a classroom full of students and active computers can get warm fairly quickly.

**Step 6. Have a back-up plan.** It is likely that something will go wrong at some point that prevents you from teaching the material you planned in the way that you planned. Prepare for this by creating a back-up plan for every class you deliver. Even if you cannot provide the same lesson, you can offer students something interesting and engaging that will make them eager to come to the next training.

At each class

**Step 1.** Before you begin class, review general classroom procedures. Explain the class schedule, whether there will be breaks, and your expectations around cell phone use and food and drink in the classroom. Make sure everyone is also aware of locations of water fountains, restrooms, and emergency exits.

**Step 2.** Consider including the following activities:

* Introduce yourself and relate something about your history learning to use computers
* Have students introduce themselves and share something about their own computer experience or their expectations for the course. Comment briefly with positive feedback on the information each student has shared
* Point out the goals of the class –what students can expect to have learned, accomplished, and gained by the end of the class
* Invite students to assist each other with tasks throughout the class
* Establish the ground rules for an open classroom in which students know they can ask questions, ask for assistance, and add comments
* Making students aware that mastering a new skill takes time and that practice will build these skills incrementally

**Step 3. Provide plentiful, positive feedback.** The more encouraged your students feel, the more eager they will be to learn. Their experience of the class will depend as much on the positive feedback you provide as on the skills they learn.