

Group Teaching Methods

1. All methods

- A. Define your end goals clearly – what do they need to know when done?
- B. Determine your starting point – what do they know already?
- C. Determine any prerequisite knowledge and see if the group has it beforehand
- D. Create a written lesson plan and materials list
- E. Be sure that each piece of new information builds on previously learned material
- F. Keep sessions to a reasonable length and fairly narrow to avoid “learning interference”
- G. Teach at a pace appropriate to the complexity of the material
- H. The instructor should know the material cold if at all possible
- I. Bring in outside instructors from time to time to keep it fresh

2. Classroom sessions

- A. Best used for academic subjects and first exposure to technical skills
- B. Make class sessions interesting
- C. Provide plenty of props and visual aids
- D. Present material in several ways at the same time – verbal, visual, written
- E. Use group activities where appropriate, but keep them in the learning sequence
- F. Don't rely on Power Point presentations exclusively – they are best for emphasizing big points
- G. Provide handouts of visual aids, lists, and slides
- H. Check to make sure everyone is getting it periodically with little exercises or quizzes
- I. Allow for 5-10 minute breaks at least every hour in longer sessions, or at mid-lesson

2. Hands-on sessions

- A. Best used for technical and operating skills as a follow-on to a classroom session
 1. Equipment and software setup and operation
 2. Message handling
 3. Network operations
- B. Make them as “real” as possible – don't simulate unless it's necessary