

Introduction

KERRY KINSLOW: Welcome to NTC'S informal video training resource on "Learning to Become an Effective Instructor." My name is Kerry Kinslow, and I'm an instructional systems specialist at the National Training Center in Phoenix, Arizona and one of the instructors that will provide you with the information you need to begin instructing for the BLM. The purpose of the training resource is to provide you, the new instructor or the seasoned instructor who might need some refresher training, with the necessary information to get your training presentation organized and properly developed. Before we will begin, keep in mind this is informal training. Meaning, there will be no exercises or assessments. Additionally, this resource will not certify or qualify you as an NTC instructor. If you are interested in obtaining formal instructor training, you should contact the NTC to find out when the next offering of instruction seminar is scheduled. Instruction seminar will provide you with an opportunity to deliver a 30-minute practice presentation and receive feedback from your peers and NTC training experts. Now that we're clear on the intent of this training resource, let me ask you a question. What do you see in the picture of the classroom on the screen? Do you see an instructor that is lecturing or do you see a learning environment that is more dynamic or interactive, if you will? Are the students just listening to the instructor or does it look like they might be engaged in a discussion with not just the instructor, but with each other as well? Does it look like the students might be involved in some type of activity? If you're really into an environment that is more dynamic or active, you're probably right. However, before you embark on your journey to become an effective instructor, here's a little food for thought. According to Bob Powers, author of "Instructor Excellence: Mastering the Delivery of Training," "In the United States alone, approximately 40 million people participated informal, employer-sponsored training in 1990. But the majority of these programs were delivered by instructors who had received little or no formal training on how to instruct." Also, according to [PH] Doug Malouf, author of "How to Create and Deliver an Effective Presentation," there are three certainties in life; death, taxes and having to get up and speak in front of others. A recent study asked 10,000

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people to mark these three certainties from most to least fear. Thirty-two percent put public speaking at the top of the list. That is one third of the people would rather die than speak. Having listened to these quotes, you may be thinking this may not be your cup of tea. Well, don't necessarily believe that, my friends. Once you're armed with a little information on how to deliver a training presentation you won't feel like that anymore. In fact, you'll probably become very anxious to begin preparing that training presentation you've been dreading. How do I know? Because that's the type of feedback we receive from former students here at the National Training Center. The information on this training resource won't make you a master presenter. That can only happen with time and experience. But what it will do is provide you with the format you need to begin presenting with confidence. Having said that, let's take a look at our goal for this training course. The goal of this training is to provide existing DOI instructors or potential instructors with a resource that covers basic instructional concepts and principles needed to begin delivering effective instruction. Now that you know what our goal is let's take a look at what basic information we will be covering to get you ready to deliver that award-winning training presentation. This training resource is organized into three menus. Menu one will focus on the basic foundation or knowledge you will need to begin teaching adults for the NTC as well as other agencies in the department. The topics that will be covered are the instructional systems model, roles and responsibilities, and adult learning. Menu two will focus on presentation development. Here you will be provided information on how to: develop and measure learning objectives, develop test items, incorporate learning strategies into lesson presentations, how to build effective lesson plans and how to incorporate good effective visual aids into your lesson presentations. Menu three will focus on presentation skills. Here you will learn how to deal with nervousness, apply effective listening techniques and learn how to practice effectively, use good body mechanics and learn how to manage the learning environment. Well, now that you know what we will be covering, let's begin by taking a closer look at how the NTC develops training so you can have a general idea of where you fit into the big picture.

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