

Top Ten Points About Workshop Logistics

1. Important! Fill out and return your instructor needs/request form the coordinator sends you prior to the workshop. Be explicit about your set-up and equipment needs. Do a site visit if possible. Fill out and return your medical form if provided.
2. Instructors should provide a course outline to the coordinator, along with a list of any clothing or equipment the participant needs to bring to class.
3. Work with the coordinator to determine class limits. Keep your class to a reasonable size for beginners.
4. For teams, a lead instructor should be identified to the coordinator. Let the coordinator know if you need an assistant. Having different teaching styles and even different opinions is a positive thing. (There is more than one way to skin a 'coon...)
5. Instructors are representative of the resource management agency and the BOW program whether or not they work for the agency.
6. Make sure classes aren't "commercials" for a particular view or product. Don't preach your preferences.
7. Be aware of emergency procedures and/or inclement weather at the site. Have a Plan B. **Stress Safety at all times.**
8. Coordinators are open to suggestions. Instructors should share ideas in a positive way.
9. Understand that taking attendance and filling out evaluations have a valuable function for the workshop overall and to the instructor. (After the workshop, you will receive your class evaluations.)
10. The coordinator will make sure instructors have enough background to talk with media about BOW if they are interviewed.

Top Ten Points About Teaching Women

1. Create a safe and comfortable learning environment to help students deal with fears. Have participants introduce themselves in a round-robin.
2. Watch body language. Fear or discomfort with new activities may make students disruptive—deal with this with minimal fuss.
3. Instructors should address women respectfully and not be condescending.
4. Women tend to learn better in environments that favor cooperation rather than competition. Promote encouragement for all.
5. Women like the opportunity to ask questions. Create the opportunity for questions, which can enhance learning.
6. Explicit directions and guidelines will make women more comfortable in your classes. Reinforce with visuals and good handouts. Minimize lecturing and maximize doing.
7. It is important to have a variety of sizes of equipment available to fit your students. Women are frustrated with equipment that is too big.
8. Deal with personal issues such as “nature calls” and handling menstrual periods in a straightforward manner where appropriate.
9. Be sure you understand “appropriate touching.” Always ask, and explain what you will do: “May I adjust your position by...?”
10. At a workshop, the only appropriate relationship between students and instructors is professional.

Top Ten Points About Teaching Adults

1. Remember the goal of BOW: Keep your information basic, and step-by-step. These are introductory classes.
2. Be prepared—have an agenda and timeline. Set up early and welcome participants.
3. Prepare your course, but ask for participants' expectations. You can identify what you will and will not be covering. Be flexible.
4. Your audience ranges from 18 to 80+. Make sure everyone can see and hear lectures and demonstrations. Use large type and speak clearly.
5. Be selective with visual aids and handouts. Videos are rarely as effective as teaching it yourself. Limit lecture time to 20 minutes or less.
6. Explain the reasons behind your instructions.
7. Team teachers, take advantage of each other's strengths, and share responsibilities.
8. Keep class experience hands on and as close to the real life situation as possible. Aim for instant success: tell, show, do.
9. Have “next step” information available.
10. Know your material; don't wing it. Keep nervousness from showing—smile, and practice, practice, practice!