

# Preparing to Deliver Your Classroom Session

## Introduction

It is important to remember that the resources in the toolkit are there for you to adapt and use as you see fit. There is no expectation that you will be able to take the session and run it without any amendments needing to be made. However, if the session is fit for purpose then there is nothing to stop you from downloading and using it without the need to make changes. It is totally up to you how much of the content you use, how you adapt it, the length of the session, how you deliver it etc. In the same way, it is up to you whether you use the presentation as is or amend. The same with the handouts and assessments, where available. You can adapt them, choose not to use them or create your own. The most important point to remember is that it is essential that the session and learning resources are suitable for your students, for you, your organisation and will meet the desired outcomes.

## Session plan

The session plan provides the structure for the delivery of the topic. It is a step-by-step guide detailing the content and flow for the session. Each activity contributes towards meeting the learning objectives. The session plan has been written in a generic format and one of your key responsibilities as an instructor is to adapt and contextualise the content to fit the audience, ensuring that relevant job roles, sub-sectors and industries are brought to life by applying key themes in a manner that is relevant to those participating. It is also important to ensure that the content is contextualised to the country it is being delivered in. Session activities are time-sensitive and careful management will be required to ensure that all the objectives are completed within the time allocated.

## PowerPoint presentation (PPT)

The presentation supports the session plan. This is your visual aid to help bring the topic delivery to life. The focus is very much on supporting the activities rather than overloading students with information. Your role is to apply the expertise and experience you have gained to provide examples and anecdotes that support the delivery. This gives you the opportunity to add your own personality to the training.

## Topic resources

Within the sessions there may be links to websites, further reading, YouTube clips etc. It is extremely important that these are checked when planning your delivery to ensure:

- That any links still work
- That the resource is up to date and relevant to your audience and session
- That the resource is written / spoken in a language that will be understood by your students. Translators/ sub-titles are readily available now for web content. If it is reading material, you may need to consider translation
- Consider whether you need to find an alternative resource that is more relevant to your audience / country / sector / organisation

## Tasks prior to delivery

- Establish what amenities will be at your disposal
- If you work with external partners, establish any industry specific terminology they use that may be relevant in your session

- Familiarise yourself with the sector, sub- sector or industry about which you will be speaking
- If delivering in the workplace, find out the names and job roles of your students
- Ensure that you are familiar with all of the course content and how to run the activities
- Consider anecdotes and experiences that might be suitable to enhance your delivery. This could include references to current news stories / experiences that are relevant to delivery
- Familiarise yourself with some of the issues and events that might be impacting your students. This is particularly relevant if there is a specific remit attached to the delivery
- Make sure you have downloaded / prepared all of the relevant delivery content that you require
- Check that your downloaded content is the most up-to-date version
- Print any resources that are required for delivery

### **Tasks immediately prior to delivery**

- Arrive in good time
- Find out where the toilets, fire exits, and break-out spaces are if you are delivering in a new location
- Confirm whether a fire alarm practice is due during your session
- Set the room up for delivery, taking into account the type of session you are running
- Set up your laptop/device and projector, checking that they are working correctly
- Connect speakers and check that these are working correctly
- Where relevant, place the flipchart stand where you can access it easily and make sure that you have pens, flipchart pens and paper
- Ensure that your session plan and notes are easily accessible
- Ensure that your resources are ready for handing out
- Check you have enough tables and chairs – If you need additional furniture or replacements do you know where these can be sourced from?
- Be prepared to greet your students as they enter