



PART 3—THE INSTRUCTOR

Notes



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section *The Instructor* 3.1.

3.1 Introduction

Your responsibility as an instructor is to lead and help your students have a great learning experience. That means you're going to the class or program with a vision, a goal, with a plan. You know exactly what you're going to do. If you have the right material, and are properly trained, you can give your audience an awesome presentation that shows them what to do, where to go, and how to get there.

Students are easily intimidated, are concerned about being treated unfairly, and often struggle with feeling unimportant. Meeting people before class gives you the opportunity to discover how they're feeling and to help them relax and be comfortable. Be sure your students feel welcome, believe you respect them, and know you'll treat them fairly.

Even if you're speaking from a stage or platform, you can engage your audience simply by making eye contact with a majority of the students within the room.



Key Elements of a Great Instructor

Understanding the key elements of a great instructor are just as important to an effective presentation as understanding the various decision-making and learning styles. Remember the following points as you prepare:

Credibility. In order to be a credible instructor, you must be prepared. If you're prepared, you'll portray confidence which encourages listeners to accept the information you're sharing. When people trust you and your ideas, they tend to see you as believable, well informed, and sincere.

Acquire expertise in building and cultivating positive, trusting relationships. People will know you have their best interests at heart. They'll also view you as possessing a strong emotional character (steady temperament) and integrity (honesty and reliability).

Build a track record of trustworthiness. Follow through on promises and commitments you've made. Share or give credit to those who contribute good ideas. Present consistent values. Above all—be prepared!

Common Ground. Frame the goals of the class on common ground and describe the benefits of the position you're advocating.

Put other's best interests first. When people believe you have their interests in mind, they tend to trust you and your ideas. Encourage the exploration of different ideas. To demonstrate your openness to the perspective of others, listen carefully to their thoughts. Establish an environment where everyone can share their ideas and know that their opinions are valued.

Valuable Information. Support your position with striking data mixed with compelling stories, examples, and images. It's the package and you're excited!

Sharing vibrant data demonstrates your interest and energy for the subject you're discussing. Remember to use candor! When you own up to your flaws, people see you as a truthful person since it's assumed that most individuals try to conceal their faults. Thus, an honest acknowledgment of any weaknesses in your position can help you build trust with your audience, further corroborating your credibility and your genuine interest in helping them.

Understanding of Emotion. Understand and connect with the feelings of your students. Demonstrate your conviction that your idea is worth their time and attention by being sincere. They'll remember what you're passionate about. If you can light the fire of emotion in your listeners, they'll pass it on to others and you'll achieve the true goal of any instructor—you'll change lives!

One of the instructor's responsibilities is committing to offer his or her knowledge, talent, ideas, and wisdom openly, showing a desire to help. Avoid withholding information that pertains to the scope of the class. In order to be a success, you must have a successor. Be open, be committed to the students, and pass your knowledge on.

Share your knowledge and resources with other instructors. When your students see this they'll realize you're interested in the best for everyone which will improve the experience for all. Always show respect and compassion toward everyone and maintain a high degree of integrity in your life.