

HELLO TEAM! Thanks for volunteering to teach at Learnapalooza. We're excited to have you join us for a summer of learning. This document represents a summary of what we ourselves have learned during five summers of learning. Whether you're a novice or expert teacher, we hope it will help you put together a kick-ass class.

PLANNING AHEAD

Nail your topic. The sweet spot is broad enough to attract a range of people and narrow enough that attendees can master a new skill or wrap their head around a new topic in one short hour.

Plan for multiple skill levels. Start off simple and be flexible. Prepare more than you think you need in case you find yourself with extra time or have attendees at an advanced skill level. Consider a handout or take away that you can give attendees in case you run out of time.

Engage different types of learners. Prepare handouts, visuals, or hands-on demonstrations.

Consider comfort level. When teaching fitness classes, provide alternate moves for those at different levels. Talk to attendees about what to avoid and ask them to share their own experiences.

IN THE MOMENT

Gauge interest level. Who has made earrings before? What do you think of when you hear bees? Why are you here? Set it up as part of an intro or icebreaker.

Reengage distracted learners. If two people out of your thirty-person class are engaged, keep going. If half of your class is distracted, consider modifying your workshop. See if there are questions, ask the group to get up and gather supplies rather than handing them out, directly address someone who appears distracted, or walk around the room.

Ask about attendee's goals. "How are you going to use this? What are you hoping to walk away with today?" When applicable, give more information and next steps. For example, share websites or books that will allow them to keep learning.

CLASS TITLE & DESCRIPTION

BEGINNING

- Intros are important! Consider an icebreaker that allows everyone to get comfortable.
- Gauge everyone's interest level in the topic. *Has anyone taken a class in x before?*
- Set up expectations—the topic being covered, a brief agenda, and the length of the class.

MIDDLE

- Plan check-ins during the class. For example, every twenty-minutes make sure attendees understand concept X before moving on to the next one.
- Keep things moving! Look for ways to get people moving around. Can you incorporate a game? Can you break up discussions with pictures or a short video?

END

- Leave five minutes at the end of class for a volunteer to pass out/collect surveys.
- Encourage attendees to keep learning with a hand out, book recommendations, or links.
