

# TEACHING TIPS

## Delivering a Teaching Session

Here are some ideas to help you when you are delivering a teaching session.

### Getting there

1. Good preparation leads to a good session. If you feel well prepared, you are more likely to be confident and relaxed.
2. Be at the room in good time. Check the seating arrangements. Are things arranged the way you would like them to be? If not, change them.
3. Have you got everything you need? If not, ask for it. (If that's not possible, use your creativity!)

### Starting off

1. Hook people's interest. Find a way to introduce the topic so that it captures people's attention. This may be with a story, a gadget, a newspaper headline, a puzzle, a question... Tell people why your topic is relevant to them (or ask them why they think it is).
2. Find out the existing level of knowledge. This could be through a brainstorm, a key question, a quick chat with their neighbour... (Points #1 and #2 may be combined.)
3. Briefly sketch how you intend to run the session. Some people like to write or show the specific objectives or outcomes for the session. Others like to do this more informally. The key thing is that people should know where you are heading, how you plan to get there, and what is expected of them.

### The main part

1. Go through your five main points in sequence. (You may have more or less than five, but too many will swamp people.) Take your time to explain. Look for signs of understanding from your audience - or ask them directly for feedback. "Flag" for people that these are the main points.

2. Try to have some variety in your presentation. In a very short session this may not be possible, and it is then probably preferable to stick to one main way of presenting.
3. Remember: the person who does the work, does the learning. This means that you need to have people actively engage with the topic. This may be through discussion, note taking, completing a worksheet, asking questions, chatting with their neighbour, working on an assigned task... Allow plenty of opportunities for questions.
4. If people look "blank" or puzzled, STOP. Ask for feedback. Ask them to work with their neighbour to:
  - explain to each other the tricky bit you have just covered.
  - decide the key point so far.
  - figure out the question that is uppermost in their mind right now.
5. People learn in different ways - so appeal to their "senses"
  - visual aids for "sight"
  - explaining and discussing for "sound"
  - trying things out (e.g. with equipment) for "touch".
6. Make as many links as possible with clinical practice, experience, and past and future learning. The more links, the more meaningful the learning.

### **Finishing**

1. Summarise the key points. These should match your five main ideas.
2. Check out people's understanding. (Points #1 and #2 can be combined. e.g. by asking them what they think the five main points were...)

**Remember:** Your session is only **one** of the ways people will "meet" your topic. You do not need to take on the entire responsibility for their success in learning it! Learning is up to the learner.