HOW TO FACILITATE AN OLLI COURSE

RESPONSIBILITIES
The course facilitator has two primary responsibilities: the facilitator 1) plans and organizes the course, its topic, and its instructors; 2) oversees all aspects of course delivery until successful completion.

FINDING IDEAS
1. Jot down topics you are curious about.
2. Pay attention to the news for potential topics OR expert presenters.
3. Get ideas from friends or other subcommittee members.
4. Look at the ideas OLLI members suggest on course evaluations compiled by the Curriculum Committee co-chairs (OLLI – Box)

NOTE: Anyone can subscribe to Nebraska Today, which is a great resource. Just fill in your email address on this page: http://news.unl.edu/newsrooms/1/subscribe/.

DEVELOPING THE COURSE
1. Propose your idea(s) to your subcommittee members and get their input.
2. Decide how many session (from one to six) would be ideal to cover the topic.
3. Decide which OLLI term you would like to schedule the course.
4. Recruit an instructor or instructors.
   a. Rely on people you know or get ideas from subcommittee members.
   b. Get in touch with UNL Communications for names of potential instructors. (See document titled, “How to Find UNL Experts to Speak to OLLI Classes” for contact information.)
   c. Contact the instructor(s) to ask what day(s)/time fits their schedule during the dates of the term. (Refer to “Term Schedule” on the OLLI website or in BOX). Inviting potential instructors to coffee is often an effective strategy.
   d. Negotiate dates as necessary. Work with the instructor and the OLLI curriculum coordinator to identify ideal dates and times.
   e. Once you have day(s) and time selected, finalize them by contacting the OLLI curriculum coordinator (Bob Michl, bmichl2@unl.edu or 402-472-6206). Ideally, you should also copy the Curriculum Committee co-chairs and your sub-committee co-chair.
   f. Ask the instructor(s) for a course description, unless you can write it yourself. In case of the latter, ask the presenter to confirm or edit the description.
   g. Ask for a brief bio to introduce the instructor.
   h. Send the instructor(s) the “OLLI Facts for Instructors” (posted on the OLLI website and in BOX) to provide background on OLLI.
   i. Send the instructors “Pointers for PowerPoint Presentations” to help them plan for an OLLI course and to let them know that OLLI members appreciate courses that include a visual component.
      i. Ask the instructor if help is needed in creating the PowerPoint. If so, offer to assist, or encourage them to contact the OLLI office (Bob Michl) for assistance.
      ii. Remind the instructor the font size should be big enough to read from the rear of an auditorium.
      iii. Remind the instructor not to just read the slides.
   j. Encourage the instructors to
      i. Plan on a five-minute break near the middle of the presentation.
ii. Announce at the start whether he/she will take questions throughout or would like people to save questions until the end of the session.

SUBMITTING OLLI PAPERWORK
1. Refer to the curriculum planning schedule for paperwork deadlines (OLLI website or BOX).
2. Submit the “Course Description Worksheet” (to Bob Michl, bmichl2@unl.edu) when you have your instructor(s) lined up, when you have a catchy-but-accurate course title, and when the course description is ready. Please limit the description to 150 word MAX!
   a. Be sure to include each instructor’s name, title, and full contact information. Contact information should include the instructor’s HOME ADDRESS!
   b. Facilitators may “recommend” or “request” a facility for use but should not make the final arrangements of a facility without corresponding with the OLLI offices (Bob Michl). Several considerations are made when assigning facilities.
   c. At times, additional fees will be charged to cover the cost of facilities, equipment use, and/or supplies. Please check into this before submitting the worksheet. The OLLI office will be happy to help obtain information regarding “additional fees.”
3. Submit the “Course Syllabus Worksheet.” This is due at approximately the same time as course registration begins (usually 2-3 weeks before courses begin) Earlier is better!
   a. Include a name and a 1-2 sentence description for each week’s class. If you have multiple instructors, you may wish to have each instructor confirm or write their own session description.
   b. The OLLI offices will email syllabi to course participants before the first day of the course. A few hard copies will also be available on the first day of class for those not using e-mail.

   NOTE: If an instructor wants to offer handouts, be sure he or she sends them to the OLLI office at least three days prior to the class. You will need to pick up the handouts from the OLLI office, 125 Home Economics Building, East Campus.

ONE WEEK BEFORE THE CLASS
1. Email or call the instructor to remind them about the coming class session and offer help as needed. If you have multiple instructors, you’ll need to do this a week ahead of each presentation.
2. Advise the teacher that the easiest way to use visuals is to bring them on a portable USB drive rather than bringing a separate laptop.
3. Be sure that any materials that need to be photocopied are delivered to the OLLI offices to be photocopied in time for the scheduled class.
4. Check will the OLLI offices for updates/announcements.
5. Verify correct classroom set-up and presence of requested AV equipment.
6. Make sure you have signed up as the facilitator by calling or emailing the OLLI office. You will not be charged for the course, but you cannot register as the facilitator online.

A FEW DAYS AHEAD OF THE CLASS
1. Pick up the folder for each course a few days before the first session at one of three locations: 1) at SCC-CEC for all courses held there (4th floor); 2) at the Unitarian Church for all courses held there (church office); 3) at OLLI office for all other courses. The folder includes a roster, sign-in sheet, copies of the syllabus for the course, and a thank-you note for each instructor.
2. For larger classes, take a look at the roster and recruit a course assistant from among those who have enrolled. Ass the assistant to sit at the table with the roster and welcome people. Tell the OLLI office who your course assistant is, and the office will credit the person for the course tuition.
THE DAY OF THE CLASS

1. OLLI owns two portable sound systems (amp, microphone, and lavaliere) that can be used to enhance sound in small classroom settings. One is stored in Nancy Holman’s office at SCC-CEC. The other is stored in the OLLI offices. If you would like to use one, please pick it up the day of the class and return it after the class is over.

2. Arrive at least 15-30 minutes prior to the start of the class to a) make sure room is unlocked and lights are on, b) there are enough seats, and c) the room is at a comfortable temperature. Also d) welcome the instructor, e) help him/her get the PowerPoint or other AV materials ready to go. A technician will be on site at the Unitarian Church. If you need technical help at NET, go to the receptionist at the front desk to request someone. If you need help at SCC, find Nancy Holman on 4th floor. It may be advisable to visit NET and SCC ahead of time to be sure you are familiar with the equipment.

3. Be sure to greet everyone and welcome people attending their first OLLI class. Ask people to take a minute to introduce themselves to the people sitting next to them.

4. Remind members to wear their OLLI name tags in the future.

5. Follow the “Facilitator’s Cheat Sheet” for each class.

6. After each class session, send the thank-you note to the instructor or present it to them with an oral thank-you at the end of the presentation. Obviously, this can wait until after the last session if you have only one instructor for all sessions.

7. Clean up as necessary.

8. The OLLI offices need to be aware of any potential liability. Facilitators need to be aware that any incident/accident which occurs during an OLLI course/event MUST be reported to the OLLI offices. A facilitator should never hesitate to dial 911 regarding a medical incident at an OLLI course. An accident report (form available at OLLI office) should include the following information. This should be completed on the day of the accident/incident if at all possible. Otherwise, it should be completed on the next day.
   a. Student name, address, email, and phone number
   b. Time, date, and location of incident/accident
   c. Facilitator name, address, email, and phone number
   d. Description of the nature of the incident/accident
   e. Describe the “cause” of the incident/accident
   f. Describe what could have “prevented” the incident/accident
   g. Any additional comments

AFTER THE COURSE HAS ENDED

1. Remember to return the course folder to the OLLI office after the last session.

2. Ask your subcommittee chair for course evaluations for the course(s) you facilitated.

UNITARIAN CHURCH NOTES

If you are facilitating a class at the Unitarian Church, you may direct your instructors to send their visual presentations (PowerPoints, videos, etc.) a couple of days ahead of time to Jean Helms, the church’s administrator, at admin@unitarianlincoln.org. She has agreed to try them out on the church’s sytem to be sure they work and to alert the instructor if something needs to be changed.

SCC-CEC NOTES

1. Presenters if at all possible should bring their presentation on a thumb drive. MUCH easier than hooking up someone’s laptop.

2. All students need to complete the SCC form, which will be included in the course folder (Social Security numbers are not required). Facilitators should keep a couple of blank forms after the first class to catch those who were not there on the first day. Facilitators can turn completed
forms in to Nancy or anyone on fourth floor of the CEC or the receptionist (Ask her to give the forms to Nancy).

3. At the end of class, don’t turn off the computer...BUT... shut off the projector on the ceiling. Nancy will show you on first day.

4. Copies of handouts will be made in the OLLI office and left on fourth floor of the CEC in the OLLI file box.

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