



## How to facilitate an in-person OLLI course March 2021

### *Responsibilities*

The course facilitator has two primary responsibilities:

- To plan and organize the course, its topics and instructors.
- To oversee all aspects of course delivery until successful completion.

### *Finding ideas*

- Jot down topics you're curious about.
- Pay attention to the news for potential topics OR expert presenters.
- Get ideas from friends or other subcommittee members.
- Look at the ideas OLLI members suggest on course evaluations, compiled by the Curriculum Committee co-chairs (available in OLLI Box).

Note: Many of our presenters are UNL faculty or staff. Anyone can subscribe to Nebraska Today, where you can often find out about new research or classes that may be adaptable to an OLLI course. Just fill in your email address on this page: <http://news.unl.edu/newsrooms/1/subscribe/>.

### *Developing the course*

- Propose your idea to your subcommittee members and get their input.
- Decide how many sessions (from one to six) would be ideal to cover the topic.
- Decide in which OLLI term you would like to schedule the course.
- Recruit an instructor or instructors.
  - Rely on people you know or get ideas from subcommittee members.
  - Get in touch with UNL Communications for names of potential instructors. See the document titled "**Expert Contacts at UNL Communications**" on the OLLI homepage for contact information.
  - Contact the instructor(s) to ask what day/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.
  - Negotiate dates as necessary. Work first with the instructors and then with the OLLI program director to identify ideal dates and times.
  - Once you have days and times selected, contact the program coordinator at the OLLI office and copy the Curriculum Committee co-chairs and your subcommittee co-chairs to reserve that day and time.
- Ask the instructor(s) for a course description unless you can write it yourself. In case of the latter, ask the presenters to confirm or edit the description.
- Ask for a brief bio to introduce the instructor.
- Send the instructor(s) the "**OLLI Facts for Instructors**" (posted on the OLLI website and in Box) to provide background on OLLI.
- Send the instructors **Pointers for PowerPoint Presentations** to help them plan for an OLLI course. Let them know OLLI members appreciate a course that includes a visual component.

- 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.
- Remind the instructor the font size should be big enough to read from the rear of an auditorium.
- Remind the instructor not to just read the slides.
- Encourage the instructors to:
  - Plan on a five-minute break near the middle of their presentation.
  - Announce at the start whether they will take questions throughout or would like people to save questions until the end.
  - Be sure to use a microphone.

**BE SURE** to exchange cell phone numbers with the instructor in case either of you needs to contact the other at the last minute.

### *Submitting OLLI paperwork*

- Refer to the curriculum planning schedule on the OLLI website (Committee Resources) or in Box for paperwork deadlines.
- Submit the **Course Description Worksheet** to the OLLI curriculum director when you have your instructor(s) lined up and a catchy-but-accurate name and course description ready. Please limit the description to 150 words MAX!
- Be sure to include each instructor's name, title and full contact information, including email and cell phone number.
  - Please do NOT send the course title and description and instructor names in an email message. Please DO use the Course Description Worksheet, which is available in Box and on the OLLI website under Committee Resources.)
- 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.
- 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."
- Submit the **Course Syllabus Worksheet** according to the deadline schedule. Again, please use the form that is in Box and on the OLLI website. This is due at approximately the same time as course registration begins (usually two to three weeks before courses begin). Earlier is better!
  - Include a name and one- or two-sentence description for each week's class. If you have multiple instructors, you may wish to have each instructor confirm or write his or her own session descriptions.
  - The OLLI office will email syllabi to course participants before the first day of the course. A few hard copies will be available on the first day of the class for those who do not use email.
- 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 Human Sciences Building, East Campus.
- The OLLI office will automatically add you to the roster of the course(s) you are facilitating.

### *Executing hands-on duties*

- Pick up the folder for each class at the OLLI office a few days before the first session. If your course meets at SCC-CEC please pick up your folders on the fourth floor of that building. If your course meets at the Unitarian Church, please pick up the folders at the church office.
- The folder includes a roster, sign-in sheet, copies of the syllabus for the course, and a thank-you note for each instructor.
- For larger classes, take a look at the roster and recruit a course assistant from among those who have enrolled. Ask 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.

#### *A few days ahead of the course*

- Email or call the instructor(s) 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.
- Be sure to provide the instructor(s) with your cell phone number. THIS IS IMPORTANT and could save you both from last-minute problems.
  - Advise them to bring visuals on a portable USB drive, NOT on a separate laptop. Ask them to email their PowerPoints to themselves as backup.
  - Even if you already sent the "OLLI Facts for Instructors" and "PowerPoint Pointers," send them again.
- 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.
- Check with the OLLI offices for updates/announcements.
- Verify correct classroom set-up and presence of requested AV equipment.
- Do not register for a course you are facilitating. The OLLI office will automatically enroll you in the course.

#### *Day of the first class*

- Arrive 15 to 30 minutes before the start time to be sure the room is unlocked and the lights are on, that there are enough seats and that the room is a comfortable temperature. Also, welcome the instructor and help them get PowerPoint or other AV materials ready to go. (A technician will be available to help at the Unitarian Church.)
- If your class meets at SCC, please make an appointment to check out the equipment ahead of time. Call Nancy Holman at 402-471-3333. SCC has cut back on its AV support staff.
- On the first day, be sure to welcome everyone, especially those attending their first OLLI class. Ask people to take a minute to introduce themselves to the people sitting next to them.
- Remind them to wear their OLLI name tags in future.
- Follow the "**Facilitator's Cheat Sheet**" for each class.
- After each class session, send the thank-you note to the instructor or present it 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.
- Remember to return the course folder to the OLLI office after the last session.
- Clean up as necessary.

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 information listed below. This should be completed on the day of the accident/incident if at all possible. Otherwise, it should be completed on the next day.

1. Student name, address, email, and phone number
2. Time, date, and location of incident/accident
3. Facilitator name, address, email and phone number
4. Description of the nature of the incident/accident
5. Description of "cause" of the incident/accident
6. Description of what could have "prevented" the incident/accident
7. Any additional comments

### 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](mailto:admin@unitarianlincoln.org). She has agreed to try them out on the church's system to be sure they work and to alert the instructor if something needs to be changed.

### SEC-CEC NOTES

- If at all possible, presenters should bring their presentations on a thumb drive. This is MUCH easier than hooking up someone's laptop.
- 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 in completed forms to Nancy Holman on fourth floor of the building or to the receptionist, asking her to give the forms to Nancy.
- At the end of the class period, don't turn off the computer, but do shut off the projector on the ceiling. Nancy will show you how on the first day.
- Copies of handouts will be made by the OLLI office and left on the fourth floor of the CEC in the OLLI file box.

*March 2021*