



How to Facilitate an OLLI Course

Course Facilitator 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.
- Review the summaries of ideas submitted through OLLI course evaluations, located in the OLLI SharePoint site. Contact the OLLI Program Coordinator for access.

NOTE: Many of our presenters are UNL faculty or staff. Anyone can subscribe to *Nebraska Today*, a twice per week email message from which you can learn about new research or classes which may be adaptable to an OLLI course, and the UNL faculty aligned can be contacted for more information. Just fill in your email address on this page: <http://news.unl.edu/newsrooms/1/subscribe/>.

All documents referred to below and in red font are available on the olli.unl.edu website via this link: <https://olli.unl.edu/committee-resources>

Developing the Course

- Propose your idea to your subcommittee members and get their input.
- Consider how many sessions (from one to six) would be ideal to cover the topic.
- Consider in which OLLI term you would like to schedule the course.
- Consider the variety of delivery methods (in person, multi-format or Zoom only) for offering the course.
 - Seriously consider multi-format offerings (teaching the same course at the same time to both in person and Zoom participants) to offer OLLI's courses to a wider audience.
 - Visit the OLLI office and the multi-format classroom (Human Sciences Building, Room 137) to understand and appreciate the commonalities and differences in a multi-format course.
- Recruit an instructor or multiple instructors, as appropriate.
 - Rely on people you know or get ideas from subcommittee members.
 - Get in touch with UNL Communications for names of potential instructors. See **Expert Contacts at UNL Communications** for contact information.
 - Refer to the **Planning Schedule** and contact the instructor(s) to ask what day/time fits their schedule during the dates of the term.
 - Work with the instructors **and** with the OLLI Program Coordinator to identify ideal dates and times.
 - Discuss and determine the delivery method, providing benefits of teaching the course in a multi-format fashion as appropriate. Zoom only and In person are still both viable options too.
 - When days and times have been selected, email the OLLI Program Coordinator and copy your subcommittee chair(s) to reserve that day and time.

- **Initiate the process to reserve dates/times on the Term Grid *as soon as you can*; do not wait until the Course Description Worksheet deadline to reserve dates and times for your course. We will need:

 - **Working title for the course**
 - **Calendar dates, including day of the week/time of the day**
 - **Name of facilitator**
 - **Delivery method – In Person, Zoom only or Multi-Format****
- Ask the instructor(s) for a course description unless you can write it yourself. In case of the latter, ask the instructor(s) to confirm or edit the description.
- Obtain a brief bio to introduce the instructor.
- Send the instructor(s) the **OLLI Facts for Instructors** document to provide background on OLLI.
- Send the instructors **Pointers for PowerPoint Presentations** to help them prepare their OLLI course. Let them know OLLI members appreciate a course that includes a visual component.
 - If the instructor needs help creating the PowerPoint, offer to help or encourage them to contact the OLLI Program Coordinator for assistance.
 - Ensure the instructor knows the font size should be big enough to read from the rear of an auditorium, and they should summarize content, not just read the slides!
 - If the instructor(s) use a program other than PowerPoint, notify the OLLI Program Coordinator. Changes may be need to be compatible with multi-format classroom equipment.
- 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 want participants to save questions until the end. Discuss Zoom components of Q&A during Zoom Only and multi-format courses.

NOTE: It's very important to exchange cell phone numbers with the instructor for last minute contact situations. You'll also need the instructors' email address and title/credentials for teaching the course, to complete OLLI paperwork.

Submitting OLLI Paperwork

- Refer to the **Planning Schedule** for paperwork deadlines.
- Submit the **Course Description Worksheet** to the OLLI Program Coordinator before the published deadline... as soon as your instructor is confirmed and your catchy-but-accurate name and course description is ready.
- Include each instructor's name, title and full contact information, including email and cell phone number.
 - Please complete the **Course Description Worksheet** yourself if you are able to do so, or allow the instructor to do so. This saves a great deal of time and effort for the OLLI Program Coordinator!
- Facilitators may recommend or request a certain facility be reserved, but should **not** make final arrangements with a facility. The OLLI Program Coordinator manages all aspects related to location and will finalize all facility arrangements.
- At times, additional fees will be charged to cover the cost of facilities, equipment use, and/or supplies. Please obtain information on these additional costs **before** submitting the worksheet. The OLLI office will be happy to help obtain information regarding additional fees.
- Submit the **Course Syllabus Worksheet** per deadlines **only if needed (not required)**. See the Planning Schedule for due dates (usually two to three weeks before the first day of class). Submission at the same time as the **Course Description Worksheet** is a best practice! Within the **Syllabus**:
 - Include a title and 1-2 sentence description for each week's class.
 - Use the appropriate format, whether it's a single instructor or multiple instructors. See the OLLI website's **Committee Resources page** for differing forms. If there are multiple instructors, you may wish to have the instructors write their own session descriptions.

- The OLLI office will email syllabi to course participants before the first day of class.
- If an instructor offers handouts, send them to the OLLI office at least **one week prior** to the first class session. All handouts are emailed, whether the course is in person, Zoom only or multi-format.
- **The OLLI office will automatically register you for the course(s) you are facilitating.**

Executing Hands-On Duties

- Facilitators will receive their “Facilitator Folder” electronically, via email, about one week prior to the first day of class, which includes:
 - **A “live” link to the course roster.** This link is current as of the day/time you click on it. Print it as close to the first class session as possible for the most accurate roster.
 - **A facilitator instruction sheet** for the delivery format of the course (in person, Zoom or multi-format).
 - **Instructor thank you** wording you can send via email after the completed course, which includes the invitation to the instructor to take a free OLLI course.

A week or more before the first class session:

- Email or call the instructor(s) to remind them about the coming class session and offer help as needed.
- Verify you’ve provided the instructor(s) 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 flash drive (also known as a memory stick or thumb 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.
- **Connect with assigned Zoom Host** and determine if there are any items to discuss amongst the three of you (Zoom host, you the facilitator and the instructor), such as a Powerpoint presentation, any videos to be shown, any polls or breakout rooms to be used, etc.
- Ensure all handouts have been emailed to the OLLI Program Coordinator for electronic distribution to all registered.
- Check with the OLLI Office for any updates/announcements.
- Verify correct classroom set-up and presence of requested AV equipment.

See appropriate **Facilitator Instructions (In Person, Multi-Format or Zoom Only)** for detailed information on what to do when the class begins.

Issues Encountered During a Class Session

The OLLI office must be informed of any potential liability. Any incident/accident which occurs during an OLLI class/event MUST be reported to the OLLI office. A facilitator should never hesitate to dial 911 regarding a medical incident during an OLLI class. An accident report form (available at OLLI office) should include the information listed below, and be completed on the day of the accident/incident or at the latest, 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