



## OLLI COURSE FACILITATOR INSTRUCTIONS – IN-PERSON COURSES

<b>Before the Course Begins</b>	<ul style="list-style-type: none"> <li>• <b>One week before <u>the term begins</u></b>, you'll receive an email from the OLLI office with links to facilitator documents (formerly part of the paper "facilitator folder"). Links to the "<b>live</b>" roster for the in-person course will be included.             <ul style="list-style-type: none"> <li>• The day before the first class, print the <b>in-person</b> roster and bring it to each class, so registrants can indicate attendance.</li> </ul> </li> <li>• <b>Two to three weeks before <u>the course begins</u></b>, contact the instructor to gather all technology needs; contact the program coordinator regarding special needs (such as showing videos). Ensure appropriate equipment and technology the instructor requested has been reserved and is available on the course dates and times. Consider if the instructor should use a microphone and if so, reserve a portable speaker/microphone system from the OLLI office.... especially if the course includes a tour.</li> <li>• <b>One week before <u>the course begins</u></b>, tell the instructor:             <ul style="list-style-type: none"> <li>• the total number registered for the course.</li> <li>• The situation with parking if the course is in OLLI's classroom, Room 137:                 <ol style="list-style-type: none"> <li>i. Pick up a permit at the OLLI office, Suite 105, on the first day of class.</li> <li>ii. Take it back to your car and hang it from the rearview mirror, all before class begins.</li> </ol> </li> </ul> </li> <li>• Be sure you have the <b>instructor's cell phone number</b> to avoid last minute changes or issues.</li> </ul>
<b>Before the First Class Begins</b>	<ul style="list-style-type: none"> <li>• Arrive at least 15-30 minutes prior to the scheduled class start time each week.</li> <li>• Be aware of emergency procedures and locations of exits and tornado shelters. Know the street address. If an emergency takes place, when in doubt, call 911.</li> <li>• Make sure equipment/technology the instructor has requested is available and working.</li> <li>• Establish a location for members to indicate their attendance on the roster. <i>Tracking attendance is important... both how many and who attended!</i></li> <li>• Greet the instructor; help with set up. Remind them to allow at least one 5-minute break in the presentation AND to ask participants, especially in a large class, to hold substantive questions for before/after the break or the end of class. Advise the instructor you will end the class promptly at the published time.</li> <li>• Welcome participants; ensure they indicate attendance on roster. If they say they are registered and aren't on the roster, add their names to the list, and after the class, call the OLLI office to verify they are registered.</li> <li>• As people assemble, encourage them to introduce themselves to the people sitting nearby. And introduce yourself to as many people as possible.</li> <li>• All guests (non-OLLI members attending one class session) must complete the <b>Guest Sign In form</b> which is included in your facilitator folder email. Provide the completed form to the OLLI office and call after the class to confirm the OLLI member notified the office of the guest joining the class; all guests must be pre-approved by the office.</li> <li>• When class begins, ask for everyone's attention.</li> </ul>

<b>Announce on the First Day of Class</b>	<ul style="list-style-type: none"> <li>• Extend a warm welcome to all participants.</li> <li>• State your name and explain why OLLI is offering this course.</li> <li>• Mention instructors are VOLUNTEERS and OLLI appreciates their willingness to serve.</li> <li>• Introduce the instructor with a brief bio.</li> </ul>
<b>Announce or Handle @ Every Class</b>	<ul style="list-style-type: none"> <li>• Remind them to wear OLLI name tags to all classes.</li> <li>• Announce locations of restrooms.</li> <li>• Ask them to silence all cell phones.</li> <li>• Request that all questions are asked loudly, to ensure all in-person attendees in the classroom can hear the question.</li> </ul>
<b>While Class is in Session</b>	<ul style="list-style-type: none"> <li>• Manage classroom dynamics. Minimize side conversations; ensure the instructor is not answering questions during the break (as those on break miss that information); help instructor postpone questions until later if there are so many asked that there isn't enough time to cover content.</li> </ul>
<b>Last Day of Class</b>	<ul style="list-style-type: none"> <li>• Ask members to watch for the emailed course evaluation and complete it. The form includes a place to suggest future courses OLLI might offer; we do read these and consider people's suggestions.</li> <li>• Ask members to volunteer with OLLI to help plan courses. Contact Jeanette Wellsandt at the OLLI office (<a href="mailto:jwellsandt2@unl.edu">jwellsandt2@unl.edu</a>) to learn more.</li> <li>• Warmly extend a heartfelt thank you to the instructor and mention he/she will receive a free OLLI course. <ul style="list-style-type: none"> <li>• If you wish to provide a thank-you card, obtain a card/envelope from the OLLI office.</li> <li>• Otherwise, email a thank you, noting the instructor has a free OLLI course available. Suggested wording for an email thank you is included in your electronic facilitator folder email message.</li> </ul> </li> <li>• Return the completed roster to the OLLI office within one week of the last day of class. (The roster may be dropped off or mailed hard copy, or a picture of the roster may be emailed.)</li> <li>• If you obtained a paper folder, return the envelope to the OLLI office with the roster.</li> </ul>
<b>SCC-CEC Information</b>	<ul style="list-style-type: none"> <li>• If using technology, obtain <b>log in</b> and <b>password</b> of the day from the individual at the reception desk on the main floor when you arrive.</li> <li>• If the screen on the computer isn't on, wiggle the mouse, then input the log in and password.</li> <li>• If you need training on using the media cart, contact Nancy Holman at SCC-CEC (402-437-2712 or <a href="mailto:nholman@southeast.edu">nholman@southeast.edu</a>) and arrange to meet with her <b>prior to</b> the first day of class.</li> <li>• Encourage instructors to bring presentations on a USB flash drive (thumb drive).</li> </ul>