

As an OLLI course facilitator, your job is to plan and organize the course. That includes identifying a topic and enlisting an instructor. Then you get to work with your instructor to find out what they plan to teach, to schedule dates and times and to be sure they show up in the right place at the right time and have what they need for a successful presentation. You will be the emcee for the course, introducing the instructors and helping the class members feel at home. And you will be the administrator, bringing the roster, ensuring folks check off their names and assuring that room set up is right

How can you find a topic for a course?

- Jot down topics you're curious about.
- Pay attention to the news for potential topics OR expert presenters. The process can start from either end.
- Get ideas from friends or other subcommittee members.
- Review the summaries of ideas submitted through OLLI course evaluations, located on the OLLI SharePoint site. Contact the OLLI program coordinator for access.

Tip for finding topics and speakers: Anyone can subscribe to *Nebraska Today*, a twice per week email newsletter from which you can learn about UNL faculty who are doing research or teaching classes that may be adaptable to an OLLI course. Then you can contact the faculty member featured there to explore the possibility of their teaching for OLLI. To subscribe to the newsletter, 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>

You have a topic in mind. Now what?

- Propose your idea to your fellow subcommittee members and get their input.
- Consider how many sessions (from one to six) would be ideal to cover the topic.
- Determine which OLLI term you would like to schedule the course.
- Select the best delivery method (in person, multi-format or Zoom only) for 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 wide audience.
 - Visit the OLLI office and the multi-format classroom (Newkirk Human Sciences Building, Room 137) to understand and appreciate how a multi-format course works.
- Recruit an instructor or multiple instructors, as appropriate.
 - Ask people you know or get ideas from subcommittee members.
 - Ask UNL Communications for names of potential instructors. See [Expert Contacts at UNL Communications on the OLLI website under the Committee Resources tab](#) for contact information.
 - Refer to the [OLLI Planning Schedule](#) and contact the instructor to ask what day/time fits their schedule during the dates of the term you'd like to offer the course. Remember that

OLLI's course catalog schedule requires that you plan classes several months ahead of the term in which they will be offered.

- Work with the instructor **and** the OLLI program coordinator to identify dates and times.
- Discuss the delivery method (multi-format, Zoom only or in-person only with the program coordinator).
- Once you and the instructor have agreed on the dates and times the course will be offered, email the OLLI program coordinator to reserve it on the schedule or "grid."
- ***Reserve your spot as soon as you and the instructor have set the dates/time. Do NOT wait until the Course Description Worksheet deadline to reserve dates and times for your course.***
- Here's what you'll need to reserve a slot on the schedule/grid:
 - Working title for the course.
 - Calendar dates, including day of the week/time of the day.
 - Name of facilitator.
 - Delivery method – in person only, Zoom only or multi-format.
- Ask the instructor for a title and course description to include on the worksheet unless you can write it yourself. In case of the latter, ask the instructor to confirm or edit the description.
- Ask the instructor for a brief bio you will use to introduce them.
- BE SURE to send the instructor the **OLLI Facts for Instructors** document to provide background on OLLI and useful tips for teaching an OLLI course.
- Let the instructor know OLLI members appreciate a course that includes a visual component.
- Send the instructor **Pointers for PowerPoint Presentations** to help them prepare their OLLI course.
 - If the instructor needs help creating the PowerPoint, offer to help them yourself 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 that they should summarize content, not just read the slides.
- If the instructor plans to use a visual presentation program other than PowerPoint, be sure to notify the OLLI program coordinator ahead of time.
- Encourage the instructor to plan a five-minute break near the middle of their presentation.
- Ask the instructor whether they will take questions throughout or prefer participants save questions until the end. Discuss Zoom components of Q&A for Zoom only and for multi-format courses: Zoom hosts monitor the chat and orally ask the Zoomers' questions unless the instructor requests a different procedure.
- Either the instructor or you, the facilitator, must make the arrangements for asking questions clear to the class members at the start of each session.

Don't forget this step:

It's essential to exchange cell phone numbers with the instructor. You may need to get in touch with each other at the last minute for whatever reason, and nothing leads to panic faster than not being able to communicate in an emergency.

- You can assure the instructors that their phone numbers will not be published in the catalog. They're for OLLI's internal use only.
- You'll also need every instructor's email address and the title/credentials that qualify the person to teach the course. All that goes on the OLLI paperwork.

Now you're ready for the 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 are 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 it. This is not something the OLLI program coordinator should have to do.
- Facilitators may recommend or request to the OLLI program coordinator that a certain facility be reserved but should **not** make arrangements with a facility. Tell the OLLI program coordinator if you would prefer a specific site, but do not schedule it yourself. Check for your course when the catalog comes out; then, you let your instructor know.
- Occasionally, additional fees will be necessary to cover the cost of facilities, equipment use and/or supplies. Work with the OLLI office regarding additional fees, then be sure to include these additional costs on the Course Description Worksheet.
- A course syllabus is not required, but if your course uses multiple instructors, a syllabus can be helpful for the participants. If you decide to distribute a syllabus, please use the **Course Syllabus Worksheet** posted on the OLLI website under the **Committee Resources** tab. Please consult 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 course title and a one- to two-sentence description for each week's class.
 - Use the appropriate format; there's one for single instructors and a different one for multiple instructors. See the OLLI website's **Committee Resources page** for the different forms. If the course uses multiple instructors, you may wish to have the instructors write the descriptions of their own sessions.
 - BE SURE to use the OLLI format rather than whatever format the instructor provides you.
 - 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 only, Zoom only or multi-format. Discourage an instructor from bringing handouts with them for multi-format courses.

The OLLI office will automatically register you for the course(s) you are facilitating.

What do I do as the course gets closer?

A week or more before the first class session:

- Email or call the instructor to remind them about the coming class session – including dates, times and location – and offer help as needed.
- Verify you've exchanged cell phone numbers. Remember, this could save you and the instructor from last-minute panic.
- Remind the instructor 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 the assigned Zoom host** and determine if there are any items to discuss among 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 and so forth. This step is a MUST to ensure your Zoom host is adequately prepared to provide technical support.
- Ensure all handouts have been emailed to the OLLI program coordinator for electronic distribution to everyone registered.
- Check with the OLLI office for any updates/announcements.
- Verify that the classroom is set up correctly and includes all the requested AV equipment.

What do I need to do when the course actually starts?

- Facilitators will receive their “Facilitator Folder” via email about one week prior to the first day of class. It 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. Return the roster to the OLLI office after the last class session.
 - Be sure that those attending in person check off their names on the roster. At the end of the course, return the rosters to the OLLI office. In the case of a multi-format or Zoom only course, the Zoom host will keep track of the number attending each session on Zoom and will submit that information to the office after the last session.
 - **A facilitator instruction sheet** for the delivery format of the course (in person, Zoom or multi-format). This will help you know, in detail, what to do in the classroom on the first day of the course, the last day and the days in between.
 - **Wording for a thank-you to the instructor** that you can send via email after the completed course. It includes the invitation to the instructor to take a free OLLI course.
 - **A Guest Sign In sheet** for when a member brings a non-member guest to a class. Return the completed sheet to the OLLI office with the roster.

What if someone gets hurt or sick 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.

- Student name, address, email and phone number
- Time, date and location of incident/accident
- Facilitator name, address, email and phone number
- Description of the nature of the incident/accident, what caused it, and what could have prevented it from occurring.
- Any additional comments

Anything else?

Just enjoy the experience of sharing knowledge and ideas with your fellow OLLI members. OLLI would not exist without a substantial and varied slate of course offerings. And the course offerings would not exist without volunteer facilitators like you. You are the heart of this organization. Thank you for all you do!