

How to Facilitate an OLLI Course The “Reader’s Digest” version

As an OLLI course facilitator, your job is to plan and organize the course. That includes:

- *Identifying a topic and enlisting an instructor.*
- *Working with the instructor and OLLI program coordinator to schedule dates and times and delivery method.*
- *Serving as emcee for the course, introducing the instructor and welcoming class members.*
- *Taking care of administrative details like rosters and sign-in.*

Where do I start?

- Find a topic for a course.
- Identify a potential instructor.
- Negotiate the dates/times with the instructor.

How do I get the course on the schedule?

- Reserve the time slot with the OLLI program coordinator.
- Work with the instructor to write a brief course description for the OLLI catalog.
- Send it to the OLLI office on the Course Description Worksheet before the deadline for the term in question.

And then what?

- A few weeks before the course starts, contact the instructor to confirm details: dates, time, location and more.
- Connect with the assigned Zoom host if your course includes a Zoom component.

What do I do when the class begins?

- Serve as the host, welcoming the class, being sure everyone signs in and introducing the speaker.
- After the last session, turn in the roster to the OLLI office and send a thank-you to the instructor.

For all this and LOTS MORE, see:

<https://olli.unl.edu/sites/unl.edu.cehs.olli/files/media/file/How-to-Facilitate-an-OLLI-Course-1-28-2025.pdf>

And thank you for helping to keep OLLI vibrant and viable!