

Teaching tips

MODULE 4

What is your role as facilitator for module 4?

MODEL GOOD

COMMUNICATION SKILLS

1. Non-verbals
2. Active listening
3. Reflecting
4. Summarising & clarifying
5. Asking questions

SELF AWARENESS

1. Friendly
2. Empathic
3. Using humour
4. Positive
5. Flexible
6. Responsive/enthusiastic
7. Respectful
8. Collaborative
9. Modest!

How will you facilitate learners to work in teams?

FACILITATING VS DIRECTING

1. Use clear, concise language and avoid or explain jargon
2. Keep your own contributions brief
3. Give your learners time to think about and respond to a question
4. Encourage sharing of ideas and thoughts from your learners
5. Encourage participation from those who have been quiet
6. Active listening skills
7. Know your audience. *Who are the learners? Why are they here?*
8. Be aware of bias & conflict of interest

INSTRUCTIONS

1. Be clear
2. Be concise
3. Provide verbal & visual instructions
4. Confirm understanding
5. Demonstrate the activity yourself
6. Walk around the room

ENCOURAGING PARTICIPANTS

1. Emphasise choice
2. Encourage learners to voice feelings
3. Don't agree or disagree. *Who else has an idea?*
4. Screening. *Can you tell me more?*