JUST LAUNCHED: A Revamped Instructor Development Course (IDC)

NHI has updated its 3.5-day IDC. The revised course prepares you to deliver learner-centric instruction using pre-developed and designed instructional materials. It helps broaden and enhance your current knowledge, skills, and abilities to better meet the needs of an adult learner. If you've never taken the IDC, what are you waiting for? Sign up for an upcoming 3.5-day session to strengthen your instructional skills in less than a week:

- September 11-14, 2018 in Lakewood, CO
- September 25-28, 2018 in Buffalo, NY
- October 30 - November 2, 2018 in Arlington, VA
- December 4-7, 2018 in Frankfort, KY
February 5-8, 2019 in Salem, OR

Interested in an online version of the IDC? Sign up for IDC for Web-conference Training (WCT), hosted this fall beginning November 1, 2019.

**Become a Certified NHI Instructor**

Successfully completing the IDC is the first step in becoming a Certified NHI Instructor. After the IDC, you should practice your training delivery by instructing several courses using the skills and techniques you gained. When you are ready, request an official observation by a Master Trainer. One of NHI's Master Trainers will then schedule to observe you for at least 6 hours (excluding breaks and lunch) of training delivery.

Requests for observation should be emailed to NHI's Instructor Liaison or requested by phone at (703) 235-0952. When making your request, please give as much notice as possible so that arrangements can be made.

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**Tailor Instruction to the Class**

Before each session, NHI Instructors should look for ways to make the training specific to the community and audience you'll be teaching. Consider:

- Contacting the appropriate Subject Matter Expert (e.g. FHWA division office, State DOT, local agency staff, etc.) at the session location. They
should be able to inform you of local concerns and hot issues that would be relevant to those attending.

- Adjusting your presentation to allow emphasis on particular modules. For instance, if your training is on wooden and concrete structures, but the host organization does not have wooden bridges in their inventory, you might choose to touch on some major points instead of teaching an entire session on wooden structures.

Don't forget that your host and/or local coordinator is there to answer any questions you have about facilities, class attendees, local SMEs or hot button issues. Your host/local coordinator is also responsible for disseminating any information to classroom participants prior to the start of the session.

**Measure Participant Expectations**

At the beginning of each session, jot down participant expectations for the course. Put the list of expectations on the wall during instruction and return to it at the end of each day. Ask participants if each point was covered to their satisfaction and address any remaining topics that weren't covered. This type of "wrap-up" session will open discussion and ensure you've met the expectations of everyone in the class.

**Establish Some Ground Rules**

Ground rules are an important classroom management tool. Establishing protocol for discussions, questions and even disagreements helps the session run more smoothly by setting expectations and holding learners accountable. When you develop a list with input from the class, you help build ownership and participants are more likely to adhere to the rules they helped to establish.

**Keep Discussion on Topic**

Sometimes, it can be difficult to keep an engaged classroom focused on the topic at hand. Utilizing a "parking lot" can help you stay on schedule without dismissing related issues and topics that your learners may be eager to discuss. All it takes is writing "parking lot" at the top of a paper chart (or whiteboard, chalkboard, etc). Encourage participants to use the parking lot for questions that are related to the course material, questions you need to look up to answer, or to sideline and return to deeper discussions on a certain topic. Check the parking lot at regular intervals and address questions and
issues with the participant or class before the end of each day.