

## Classroom Management

### Note Taking Guide

***Classroom management is the employment of those policies, procedures and techniques which are designed to secure effective learning.***

**1. Efficiency** - *Prevent or reduce the non-content factors which can detract the participants from the learning activities.*

Seating *Meets needs of class, access, movement, visibility.*

Lighting *Adequate, switches, control-light on screens*

Acoustics *Everyone hear, sound system and mike.*

Equipment *Is what you need available.*

*Does it work?*

*Do you know how to operate it?*

*Projectors, boards, screens and props. Outlets, cables and adaptors.*

Ventilation/temperature *Warm enough? Too warm? Ventilation OK? Controls?*

Classroom appearance *Room clean? Boards erased? Hazards secure - cables*

Classroom policies *Be sure class knows*

Breaks *When, how many, where, times*

Smoking *Where it is allowed. Suggest no smoking in the classrooms*

Questions *Welcome? Any time? Follow-up?*

Evaluation *What is the criteria? How? When?*

Timeliness *Start on time. End on time. You be on time*

**2. Competency** - *Have the content knowledge, use quality materials, and be personally ready.*

Content knowledge - *know your subject*

Materials - *adequate, accurate, quality*

Personal - *Practise, know your audience*

Confidence *A state of mind. Differs from ego. Never fake it. OK to not know the answer*

Attitude *Don't act superior and talk down. Be comfortable. Have fun.*

Awareness *Watch for non-verbals. Be aware of the students. Be sensitive to changes.*

Flexibility *Be flexible and adjust to the needs of the students.*

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**3. Effectiveness** - *Use all of the tools available to an instructor to make certain that the objectives of the training are achieved.*

You as instructor *You are the method of delivery for the course.*

Personal *Dress and appearance.*

Presentation *Your energy and style - attitude.*

*Communication - Watch for barriers.*

*Pace - Deliver only that which can be received.*

Presence *Voice - practice with a video or audio recorder.*

*Vocabulary - watch your terminology and buzz words.*

*Non-verbals - know what is appropriate for the audience.*

You as manager

Prevention

*Pre-work, Objectives, Ground rules, Agenda, be available.*

Interaction

*Offer frequent opportunities for students to interact - question.*

*Listen when the students ask questions or comment.*

*Answer the question if you can. Defer and use the "file" if necessary.*

*Encourage discussions but keep on focus*

*Use active listening - boomerang, reflection, paraphrasing.*

Response

*Avoid battles with students. Tactfully respond to disagreements.*

*Resolve discipline problems. Never lose your temper.*

*Try to handle problems in private.*

*Avoid making excuses and apologising for something you forgot.*

*Never threaten to give tests or extra work as punishment.*

*Deal adult to adult.*

*Be in control-don't let the class take control away.*

## **Classroom Management**

### Post Test

1. Define classroom management.

*The employment of those policies, procedures and techniques which are designed to secure effective learning.*

2. Describe the three keys to successful classroom management.

- a. Efficient

*Prevent or reduce the non-content factors which can detract the participants from the learning activities.*

- b. Competent

*Have the content knowledge, use quality materials and be personally ready.*

- c. Effective

*Use all of the tools available to an instructor to make certain that the objectives of the training are achieved.*

3. Describe the role of the instructor as classroom manager.

- a. Prevention

*Remove barriers to student participation, eliminate doubt and uncertainty and anticipate problems.*

- b. Interaction

*Use active listening, encourage discussion and provide feedback.*

- c. Response

*Resolve problems promptly, respond adult to adult and remain in control.*