

# Guidelines for OLLI Mentors

Introduce yourself as an experienced OLLI facilitator willing to provide some initial guidance and feedback on successfully conducting a first OLLI course. Have the new Facilitator's catalog description, session schedule, and bio handy. Be guided by the new Facilitator's experience, preparedness, and willingness.

## Potential Icebreakers and Questions:

1. How long have you lived in the Verde Valley? Where are you located? Have you been an OLLI student or participant? Are you an OLLI member?
2. What helped you decide to offer this class?
3. Have you taught or conducted training? If not, congratulate them on this step – some of our most popular teachers have never taught before.
4. What did you enjoy about your teaching experience?
5. What information or support might be helpful to you? Actively LISTEN!

## Review the Policy and Procedures Document Together

1. ***Please be able to share the names of our staff and what they do.***
2. Discuss information surrounding staff availability, orientation, and classroom tech training.
  - o It is important to understand room equipment in advance to minimize the need for assistance with A/V or room assistance on the first day of class.
  - o The IT staff may be available to try to assist or consult in the case of malfunctioning Internet or equipment.
3. Please discuss our Code of Conduct and Book/Product Sales. It is okay to talk about their business in relation to their material, to cite credentials, and to leave cards or flyers or products, but they should focus on creating a class that has value, not an "info-mercial".
4. Student emails can only be used during the session for OLLI-related and class-related information. Student emails must not be shared with anyone and should be blind-cc'd on all communication.
5. Please encourage Facilitators to take role at the beginning of class, set up tent name tags, and understand what to do if students are in the wrong class or wish to drop the class.
6. Please make sure Facilitators either attend Orientation and Room-A/V Training or plan to take a make-up session before their class starts.
7. Talk to them about expectations for sign-up and minimum numbers of students.
  - a. Encourage a reasonably low minimum student sign-up and encourage them to teach even if the desired minimum is not reached - for the experience. It might help them craft a more successful class next time. Word of mouth from participant(s) may help.

## Understand OLLI Communication from Staff – Emails Received

1. **Course Confirmation** is sent shortly after application gives dates, times, campus, and sessions, and confirms acceptance.

2. A **new Facilitator welcome note** from Faculty Development alerts them to their training process.
3. **Class Roster info** confirms date/time/campus/room location and links to roster and other info. This note is essential.
4. Copy of **Reminder Note** sent to students.
5. Let them know that handouts can be produced in double-sided, black and white, collated copies, but requests **MUST** be handed in a week before.

## Mentoring Effective Classes – Possible Discussion Points

1. Explain how to structure a Welcome Note and the information it should contain.
2. Make sure they have visited their room and considered the set-up they want – if they want to rearrange the tables, they must return things to order before leaving the room.
  - If they have a complicated set-up, they need to discuss room access availability with Staff before class.
3. Share and discuss materials on “Course Development” and “Classroom Skills”.
4. Share that microphones can be reserved for their use and for use with students.
  - Again, understand the room size and audience size in relationship to their ability to be heard.
5. Talk about clean, minimal PowerPoint (or other visuals they plan to use) that is not too wordy – “death by PowerPoint”.
6. Discuss, generally, the skills needed for classroom interaction. This is a good place for your own war stories. Discuss what types of experiences they might encounter.
7. Encourage them to Opt-in for class evaluations.
8. Please give them expectations on their audience. In the words of our long-time Facilitator, Ken Bork, “I’ve gotta say, after 10 years of presenting on a wide variety of topics to OLLI ‘students’ in Sedona and Clarkdale, these mature and motivated participants are absolutely superb. They are attentive, inquisitive, collegial, and get most of my demented jokes. They appreciate substantive content and enjoy each other’s company.”

## Encourage Supporting OLLI

1. Read OLLI announcements during class.
2. Teach again! Submit another proposal!

## Contact Info

1. Sedona Center Office (by Café) Typically staffed M-F but can vary by term.
  - 928-649-4275 (from classroom - x4275)
2. Clarkdale YCC Campus:
  - 928-649-5550
3. [ollisv@yc.edu](mailto:ollisv@yc.edu)
4. <https://www.yc.edu/v6/lifelong-learning/olli.html>

Calendar 2023 – Tentative 2/27/23– revisions expected

<u>SESSIONS</u>	<u>Dates</u>	<u>Weeks</u>	<u>ORIENTATION</u>	<u>PROPOSALS</u>	<u>Open</u>
			1/13		
<b>Winter</b>	1/23 to 3/10	6		<b>Summer</b>	2/28 to 4/3
<b>Spring</b>	4/3 to 5/11	6	3/24	<b>Fall 1</b>	5/25 to 6/27
<b>Summer</b>	6/26 to 7/27	5	6/16	<b>Fall 2</b>	7/18 to 8/22
<b>Fall 1</b>	8/29 to 10/10	6	8/18	<b>Winter 2024</b>	9/25 to ~10/23
<b>Fall 2</b>	10/23 to 12/9	6	10/13	<b>Spring 2024</b>	? End December