

**Module I: Instructional Basics** 



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# Module Goal

To understand the basics of instruction and how various roles of an effective instructor/facilitator affect learning.

# **Performance Objectives**

As a result of participating in the Instructional Basics Module, students will be able to...

Explain a minimum of five basic attributes which contribute to good instructor development, without referencing any notes

Identify five of the nine roles of an effective instructor, without referencing any notes.

Describe the expected core competencies of a facilitator by naming a minimum of three of the six competencies,

# **Performance Objectives Continued**

As a result of participating in the Instructional Basics Module, students will be able to...

Discuss characteristics of the three types of learners, without referencing any notes.

Describe seven of the ten steps to providing effective and worthwhile instruction, without referring to any notes.

"The problem was in the way the training was being conducted by the instructor, who had decades of law enforcement experience, but was limited as an educator of cops. Ray knew how to perform a safe and effective traffic stop but not how to transfer his wisdom to cadets. A problem that every educator and trainer has faced at some point."

**Richard Neil (2013)** 































monitors non-verbal behaviors





focus on learners not themselves





#### eer Mentor

supports/assists learners







# Instructor - Facilitator

Instructor: a person whose job is to teach people a skill.

-content expert

-"sage on the stage"

Facilitator: one that helps to bring about an outcome (learning) by providing indirect or unobtrusive assistance, guidance, or supervision.

- a true educator acts as a facilitator of learning

#### Facilitato

\* process manager first; content resource second
\* create an active environment engaging the learner
\* embrace learners prior knowledge
\*"guide by the side"















# Steps for Providing Worthwhile and Effective Instruction

- 1. Plan, Plan, Plan
- 2. Know your Audience
- 3. Grab their Attention
- 4. Break the Ice
- 5. Know your Topic
- 6. Provide the WIIFM
- 7. Provide Ownership
- o. Build in run
- 9. Use a Variety of Media
- D. Reflection Time

# Summary



# Module II: Adult Learning Concepts



# Module Goal

To acquaint the student with the philosophies and concepts which drive adult learning and to orient the student with ways in which curriculum for adults can successfully be taught.

## **Performance Objectives**

As a result of participating in the Adult Learning Concepts Module, students will be able to...

Explain three differences between pedagogy vs. andragogy without referencing any study materials.

Describe five assumptions about the characteristics of learners according to Malcolm Knowles and other researchers, without referencing any notes. Performance Objectives Cont. As a result of participating in the Adult Learning

As a result of participating in the Adult Learning Concepts Module, students will be able to...

Summarize the three components of the the VAK acronym of learning styles, without referencing any notes.

State two physical factors and two emotional factors of learning environment conditions that may affect learning, without referencing any study materials.

"Getting and keeping adult learners engaged in training is crucial for attaining learning objectives."

Didactic-Direct Instruction: Verbal; Lectures or presentations.

Modeling-Direct Instruction: Visual; Demonstrations and practice.

Managerial-Indirect Interactive Instruction: Facilitation; Individualized and group management.

Dialogic-Indirect Interactive Instruction: Socractic method of dialogue; Questions and thought provocations. Think back to a specific time in your education, could be recent or in the past, when you were excited about a course of instruction, something that truly triggered your desire to learn. What caused your excitement and enthusiasm?



Pedagogy: the art, science, or profession of teaching

http://www.diffen.com/difference /Andragogy\_vs\_Pedagogy

Andragogy: the method and practice of teaching adult learners; adult education.

Malcom Knowles : 1970's

**"Father of Adult Learning** 

Art and Science of Helping Adults Learn

ASSUMPTION	WHAT IT MEANS TO THE INSTRUCTOR
Self-concept	Engage learners in inquiry, analysis, and decision-making with other adult learners.
Adult Learner Experience	Use active participation and exercises relating the new knowledge to life experiences.
Adults are Goal Orientated	Identify your goals and objectives at the outset of instruction.
Adults are Relevancy Oriented	Explain to students why they need to learn specific knowledge or skills.



ASSUMPTION	WHAT IT MEANS TO THE INSTRUCTOR
Adults are Practical Learners	Avoid "nice to know" theories; focus instruction on practical information for immediate use.
Adults Demand that Instructors Treat Them as Peers and with Respect	Practice the Golden Rule.
Adults Want to be Involved in the Learning Process	Use a variety of teaching methods that require student participation.
Adults have Different Learning Styles	Incorporate a variety of media to target all learning styles.



ASSUMPTION	WHAT IT MEANS TO THE INSTRUCTOR
Adults are Motivated by Fulfilling Immediate Personal Needs/Aspirations	Tell the students how they can immediately use the information or skills that you are teaching and why they need this information.
Adults make Decisions for Their Own Learning Experiences	Encourage continuous learning and development after the instruction is completed.
Adults Need Positive Feedback	Respond in positive ways to encourage participation.







#### Visual

 Visual learners prefer the use of images, maps, and graphic organizers to access and understand new information.

#### uditory learners best underst ontent through listening and s n situations such as lectures ar

the use of

#### Read & Write

Students with a strong reading/writing preference learn best through words. These students may present themselves as copious note takers or avid readers, and are able to translate abstract concents into words and essays.

#### Kinesth

Students who are kinesthetic learner best understand information through tactile representations of information These students are hands-on learner and learn best through figureing thin out by hand (i.e. understanding how deatwork the utilize are tactified

















Module II: Adult Learning Concepts





# **Module Goal**

Students will be able to write instructional goals and objectives.

# **Performance Objectives**

As a result of participating in the Writing Instructional Goals and Objectives Module students will be able to...

Explain three characteristics of an instructional goal, with 100% accuracy.

Summarize a minimum of three characteristics of a performance objective, using clear and concise explanations.

## **Performance Objectives Continued**

As a result of participating in the Writing Instructional Goals and Objectives Module, students will be able to...

Write a minimum of five instructional goals based upon needs assessments, with clarity for a reader to understand.

**Recall a minimum of two verbs from each of Bloom's** Levels of Understanding, with 100% accuracy.

Write a minimum of three performance objectives for two instructional goals written in Performance Objective "C", which include the "ABCD" components of writing objectives and Bloom's Learning Level verbs.

The Moral of this Fable is .....

"If your not sure where you are going, your liable to end up some place else."



**Identify Course Content** 

**Structure the Lecture** 



Guide the selection of Meaningful and Relevant Activities

**Guide Assessments** 

## **Instructional Goals**

A broad, general statement describing what students should be able to do (forever) after the instruction.

DO NOT: Describe steps, components or means of accomplishing tasks.

Help pave the way to writing good Objectives.

Often do not specify outcomes or assessments.

### **Examples**

Cadets will learn about various tactics, safety factors, and skills needed to conduct a building search.

Cadets will learn about police integrity and ethics which are fundamental to effective policing and in helping to build trust within communities.







"An instructional objective is a <u>precise</u> description of an <u>observable</u>, <u>measurable student</u> <u>performance</u>, to a <u>precise standard</u>, under well <u>defined conditions</u>"

(Federal Bureau of Investigation, Instructor Development Program, 2004).

### Performance Objectives FOCUS on ...

What your students should be able to do?

**Intended Learning Outcomes** 

**Student Performance** 



# For example, referring to our previous examples of goals:

Building Searches: Cadets will learn about various tactics, safety factors, and skills needed to conduct a building search.

Objective: Cadets will be able to demonstrate, three different team movement tactics, while searching a building, without compromising any safety factors.

Ethics: Cadets will learn about police integrity and ethics which are fundamental to effective policing and in helping to build trust within communities.

Objective: Cadets will be able to explain, a minimum of four articles from Canon's Eleven Articles of Police Ethics, without having to refer to any notes.







### Writing Instructional Goals

What is the instructional need?

What do you hope students will be able to do differently because of the instruction?

Behavioral changes must be achievable through instruction.













temember	Understand	Apply	Analyze	Evaluate	Create
Describe	Explain	Complete	Compare Contrast	Justify	- Plan
Namo	Compare	Use	Examine	- Access -	Invent
Find	Discaso	Examine	Explain -	Prioritice	Compose
List	9redict	Illustrate	Identify	Recomment	Design
Relate	Dutiine	Classify	Categorioa	Rate	Epinstruct
Write	Restote	Solve	Investigate	Decide Choose	Imagine





## WRITING OBJECTIVES

What is an Objective?

Why are Objectives Important?

### Four Fundamentals to Writing Good Objectives

"ABCD" Method

Audience

**Behavior** 

Condition

**Degree of Mastery Needed** 

# Audience

Does the statement clearly define who the learner is?

Students will be able to demonstrate a proper arm-bar take down technique, without referring to the student manual, as a result of participating in the Arrest and Control Tactics class.

# **Behavior**

Does the statement clearly define what the learner will be doing after completing the learning sequence?

Students will be able to demonstrate a proper arm-bar take down technique, without referring to the student manual, as a result of participating in the Arrest and Control Tactics class.

# Condition

Does the statement clearly describe the condition under which the learner is expected to perform?

Students will be able to demonstrate a proper arm-bar take down technique, without referring to the student manual, as a result of participating in the Arrest and Control Tactics class.

# **Degree of Mastery Needed**

Does the statement set the degree or standard of acceptable performance?

Students will be able to demonstrate a proper arm-bar take down technique, without referring to the student manual, as a result of participating in the Arrest and Control Tactics class.

# **Class Activity**

Take out your "Instructional Needs/Goals" worksheet which you worked on before.

# SUMMARY





# Module Goal

During this module of instruction, the student will obtain a working knowledge of lesson plans and lesson plan construction.

### **Performance Objectives**

As a result of participating in the Lesson Plans Module, students will be able to...

Explain the importance and purpose of a lesson plan, without referring to any notes.

Name the two pre-planning components which should be done before writing a lesson plan, without referring to any study materials.

Discuss a minimum of five components of a properly prepared lesson plan, with 100% accuracy.

#### **Performance Objectives Cont.**

As a result of participating in the Lesson Plans Module, students will be able to...

Identify the five general stages in the development of the Presentation Guide, with 100% accuracy.

Summarize the three factors to consider when determining whether an outline or narrative form of a Presentation Guide is more appropriate to design.





Have you ever attended a training course where the instructor seemed unorganized?

Was there something missing from the presentation?

Was the instructor hard to follow?

Did the three hour scheduled class end in an hour?

#### Why lesson plans are important...

Gives the instructor a greater assurance and greater freedom in instructing.

Stimulates the introduction of pivotal questions and illustrations.

Provides continuity throughout the presentation.

Why lesson plans are important...Cont.

Ensures associations to previous lessons within a course of instruction.

Provides for test construction of objectives.

Prevents waste of time, saves from haphazard teaching.

A lesson plan when **CORRECTLY WRITTEN** will have all the information an instructor needs to conduct a presentation. An instructor who takes the time to **PREPARE**, utilizing a lesson plan, will be able, to conduct a **QUALITY TRAINING PROGRAM**.

### **Purpose of a Lesson Plan**

It forces the instructor to "think" and "prepare" in advance.

A guide for the presentation of the course content, key points, and student activities.

Ensures students receive the information they need to meet the objectives.

Documents classroom activities and materials taught for liability purposes.

# **Pre-Planning Components**

**Instructional Research** 





Sequencing

# **Lesson Plan Components**

Cover Page Evaluation/Evidence Training Material Student Supplies Notes to Instructor Goals and Objectives Methods/Techniques Equipment/Supplies Presentation Guide

References

# Cover Page

Course Title Lesson Title Instructor Prepared By Date Time Allotted Target Population Number of Students Space Requirements







Methods/Techniques	
lecture	
	group discussion
role play	
presentations	demonstrations



Module IV: Lesson Plans

<b>Equipment/Supplies</b>			
white board markers			
computer	scenario items	sound system	
	bottle of water		
flip chart		tables/chairs	



# **Presentation Guide**

Introduction

**Body (Presentation)** 

**Conclusion (Summary)** 

# **Guided Instructor Notes**

Where you write any instructional notes for the delivery of information during the lesson.

Resource for an instructor who has not designed the course but needs to familiarize themselves with the content.

# References

- Gives credit to authors whose works you have used (whether you quote them or not).
- Provides a trail by which others can locate the materials you consulted.
- Provides evidence of your research. Properly citing materials is one strategy to help you avoid plagiarizing.

"Components of a Lesson Plan"

# Stages in the Development of the Presentation Guide

Introduction

Presentation

Application

Summary

**Evaluation** 

# Introduction

Grabs students attention. Put students at ease. Explains presentation material and the WIIFM. Create motivation and interest. Identify and explain objectives. Sets the tone for the presentation.

# Presentation (Body)





- Stresses the main points.
- Instruct the students one step at time. Starting at the appro
- Organized sequence of materials
- Transfer knowledge from the instructor students.
# Application

Encourages questions.

Safe environment to practice what has been learned.

Correction of of mistakes or omissions.

Feedback

Check for "understanding".



Review of the objectives.

Review main points of the presentation.

Final statement by instructor to motivate students.





# **Designing the Presentation Guide**

Who will be instructing the class?

Instructor's knowledge

Instructor's experience

# Which Format to use?

Outline	Narrative
Designer Not the Designe	
Knowledge	Not Knowledgable
Experienced Instructors	Not Experienced Instructor

## **Class Activity**

"Presentation Guide Outline Format"

## **Class Activity**

"Excerpt of Presentation Guide in Narrative Form"





"The effective teacher knows how to design less -Harry K. Wong-





## **Module Goal**

During this module of instruction, the student will obtain a working knowledge of the basic techniques of developing tests and evaluations, will be able to differentiate between objective and subjective testing and will be able to discuss the basic considerations when writing a test question and how to apply the objectives to testing.

#### **Performance Objectives**

As a result of participating in the Testing and Evaluation Module, students will be able to...

Summarize purposes and reasons for evaluations in an instructional setting, to include differentiations between instruction, instructor, and student, in a clear and concise manner.

Differentiate between objective and subjective testing by classifying various test forms, with 100% accuracy.

Compare and Contrast at least three types of evaluative testing methods, without referring to notes.



"Teaching and learning are reciprocal processes that depend on and affect one another."

Kellough and Kellough, 1999

## Purposes and Reasons for Evaluations (3)

1) To Assess Student Performance

- determine level of mastery
- measure understanding
- motivation

2) To appraise Instructor Performance

- quality of instruction

3) To appraise course content

- quality of the course; updates/revisions













ecall

word items carefully

## Completion (Fill-in-the-blank); short essay

"blank" placement











## **Methods of Instruction**



#### **Module Goal**

During this module of instruction, the student will obtain a working knowledge of the basic methods of instruction and factors to consider when choosing the appropriate instructional method.

#### **Performance Objectives**

As a result of participating in the Methods of Instruction Module, students will be able to...

Discuss at least three methods of instruction, clearly and in a detailed manner.

List five facts to consider when choosing methods of instruction, without referring to any notes. The Center for Teaching and Learning at North Carolina University - Charlotte



150 different teaching methods that can be utilized in/out of the classroom



#### Instructor - Led Instructional Method

- segments of instruction
- questioning students frequently
- periodic summarization (during and in future lessons)

## Lecturer Instructional Method

presenter and information being presented is the sole focus

one way communication

student questions rarely taken

#### **Demonstration Instructional Method**



students observe procedure, technique or operation

shows how to do something or how something works

#### **Practical Exercise Instructional Methods**

student actively participates, either individually or as a team member; may or may not be required to follow a set sequence

Controlled Practice Method Case Study or Team Practice

#### **Controlled Practical Exercise**

student is guided, step-by-step through a procedure, technique or operation.

- (1) Students participate as a class
- (2) they are guided through a set sequence, and students generally complete each step and are checked by the instructor prior to continuing to the next step. A mistake is corrected before the student is allowed to proceed to the next step.

#### **Practice Method**

#### PRACTICE MAKES PERFECT!

Students (alone or as part of a team effort ) repeatedly perform previously learned actions, sequences, operations, or procedures.



#### **Role Playing Instructional Method**



explore realistic situations by interacting with other people in a managed way in order to develop experience and trial different strategies in a supported environment.

#### **Discussion Instructional Method**

forums for open-ended, collaborative exchange of ideas

furthering students thinking, learning, problem solving, and/or understanding



#### **Independent Instructional Method**

The student independently, applies prior skills or knowledge gained in either an actual or training situation.















**Module Goal** 

tand the dynamics of a quality pre

Performance Objectives bating in the Effective Presentation Skills Module, stuc Discuss three ways to reduce the fear of public spea Describe five characteristics of a great presentation, Explain how an instructor can control the atmosphere of th











## **Detrimental Habits**

Mumbling

Fidgeting

Don't make excuses

Inappropriate language/jokes/stories





# **Class Activity**



Why the fear of Public Speaking?







Yerkes-Dodson Law

lationship between Arousal and Performance









## Practice, Practice, Practice

- Be very familiar with the presentation before giving it.
- Read through the presentation several times before giving it.
- Practice giving the presentation out loud in private.
- Give your presentation to a receptive audience and ask for feedback.



## Preview the Location

Overall conditions that will affect delivery and reception.





Speech Delivery Launch the speech positively. Stand Straight/Honor Zone Breathe, use pauses effectively. Maintain eye contact/ Reading Notes MOVE!!/Podium Junkie

Speech Delivery Continued appropriate emotions and gestures/ T-Speech volume/<del>Monotone</del> Gage the audience Watch time











cus on earning the audience's attentio entertaining and inspiring that people o e's job to listen; it's your job to make t







Module VIII

## **Introduction to Instructional Media**



**Module Goal** 

During this module of instruction, the student will obtain a basic knowledge of instructional media.

## **Performance Objectives**

As a result of participating in the Introduction to Instructional Media Module, students will be able to...

Define the term "instructional media", in a clear and concise way.

Discuss at least three reasons for using instructional media, without referring to any notes.

## **Performance Objectives Continued**

Summarize a minimum of three guidelines for using a variety of instructional media, without having to refer to any class notes.

Explain the "Cone of Learning" concept, by writing a short essay within the testing timeframe.











## **Media as Support for Instruction**

Gain Attention Five Senses Recall: Scaffolding Presentation of Objectives: WIIFM Examples/Visuals Emphasis of Points Elicit Student Response

Provide Feedback

# Effective Instructional Media should...Augment the presentationK.I.S.S.Be appropriate: subject/teaching pointsK.I.S.S.Be previewed/reviewedVisually availableBe neat, accurate & understandableNever be talked to by the instructor





"What I am told, I forget; What I see, I remember; What I do builds a castle in m

head."

lgbo Proverb











## **Module Goal**

To understand instructor/trainer liability and ways to minimize the liability.



### **Performance Objectives**

#### As a result of participating in the Liability Module, students will be able to...

Discuss a minimum of three ways to minimize instructor/trainer liability while either developing the training lesson plan or after the training is complete, without referring to class notes.

Summarize NAC (Nevada Administrative Code) 289.310 (Certification of Courses for Training) Sections 1 and 3, in a clear and concise manner.

Explain a minimum of three legal case studies pertaining to training liabilities, with 100% accuracy.



Liability: The state of being responsible for something, especially by law.



"Liability,"... a word that should not only strike immediate concern in all law enforcement instructors, but should also motivate them to do their best.

#### **Minimizing Liability**

Is the subject matter appropriate for training? Are adequate testing methods used to ensure participant understanding of the materials taught?

Are the instructors certified in the subject area?

Does the subject matter being taught reflect "best practices" in the law enforcement community?

Is your research current?

Are evaluative procedures in place to determine effectiveness of the training presented?

Does the training material comply with existing law and the department's policy manual?

Were lesson plans used to organize training? If so, were the lesson plans followed during the subject matter presentation?

Do training records adequately reflect details of the training program, participants, and instructor's records of instruction?

Do the records of attendance match the actual participants in the training?

**Class Activity** 

NAC (NEVADA ADMINISTRATIVE CODE) 289.310, SECTIONS 1 and 3

City of Canton v. Harris, 1989

Walsweer v. Harris County, Texas

Young v. City of Providence, 2004

Zuchel v. Denver, 1993

Munger v. City of Glasgow, 2000

Paul v. City of Altus, 1998

# SUMMARY

Module X

# Student Teaching Exercise

