

Set Up the Learning Space for Course, *The Competent Instructor*

Action Follow these steps to set up the learning space for *The Competent Instructor*.

Step	Action												
1	Reserve the required equipment and materials for the dates of each session at least two weeks prior to the first scheduled session.												
2	Set up the classroom so that <ul style="list-style-type: none"> • 3 to 4 persons can work comfortably around three sides of each table, <i>and</i> • space allows one to walk between and among all the groups. 												
3	View the screen from each table position to ensure that each person can comfortably view graphics and other displays.												
4	Place one small or narrow table near the podium for <ul style="list-style-type: none"> • displaying the physical objects required in Sessions 2 and 3, <i>and</i> • demonstrating the various modeling events. 												
5	Place a chart easel with full pad of chart paper <i>and</i> a set of colored pens to the learners' right.												
6	Post a sign-in chart on the wall near the room entrance, with these headings: <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th>Name</th> <th>Job Title</th> <th>Instructing Experience</th> <th>Interesting Data about Me</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Job Title	Instructing Experience	Interesting Data about Me								
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7	Write a note on the white board: <p style="margin-left: 40px;">Welcome to The Competent Instructor. Instructor: [your name] Contact: [your phone number, email address]</p> <p><i>Note: Please fill in your introductory information on the wall chart near the door.</i></p>												
8	Open your box of materials, and distribute to each table group: <ul style="list-style-type: none"> • Learner Guides, • name tents, • colored pens. 												
