

Seven Golden Rules for Teaching Groups

1. **Maintain eye contact with everyone.**
2. **Speak so that everyone can hear.**
Talk with a clear, strong, and kind voice.
3. **Show your enthusiasm.** Move around. Use hand gestures.
4. **Keep track of time.** Wear a watch, or have a clock in the room. Plan your presentation so that you do not have to rush. Do not let the class run too long.
5. **Show interest in the group members.**
 - Greet them when they come in.
 - Tell them you value their time and attendance.
 - Listen to what people say.
 - Talk simply and to the point. Give clear, short answers.
 - Help them to set goals.
 - Stay calm and use humor. Focus on the positive.
 - End with a review of the most important points. Thank them for coming.
6. **Try to have everyone participate.**
People tend to learn more when they are involved. Try not to lecture.
 - Ask questions. Praise correct answers. Correct wrong information politely.
 - Answer questions. Be honest. Find out the answers to questions you cannot answer.
7. **Pay attention to content.** Your presentation must provide correct information.