



12 Ground Rules for Teaching Groups

1. Make eye contact with each participant.
2. Speak loudly so 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 you don't have to rush. Don't let the class run too long.
5. Stay calm and use humor. Focus on the positive.
6. Show interest in participants.
 - Greet them when they come in.
 - Tell them you value their time and attendance.
 - Listen to what they say.
 - Help them to set goals.
 - Thank them for coming.
7. Try to have everyone participate. People tend to learn more when they're involved. Try not to lecture.
8. Ask questions. Praise correct answers. Politely correct incorrect ones.
9. Answer participants' questions with clear, short answers. Be honest—say you'll find the answer if you don't know it.
10. Talk simply and to the point.
11. Pay attention to content. Your information must be accurate.
12. End with a review of the most important points.