Guide for Technology Instruction

Provide Access

- **See and be seen**
- Prepare room, equipment, and software 5 minutes before official start.
- Display: title and duration of session; name of instructor; goals of session. This allows learners to situate their needs within the session goals.

Build Competency

- Identify individuals’ goals and highlight strengths of the technology accordingly.
- List and describe key terms. Wherever possible include graphic images.
- For every 10 minutes of instruction, give 3 minutes of individual time to practice steps. This allows learners to see themselves as competent.
- Avoid statements that sound judgmental; e.g., for those of you who are not comfortable with X machines.
- Find a hook that engages reluctant or hesitant attendees.
- Encourage attendees to look over each other’s work to identify the possibilities of using technology.
- Encourage attendees to share one element that they have found meaningful. This reinforces the session take-away.

Lead Enablement

- Begin closure of the session 5-10 minutes before session-end.
- Reiterate session’s takeaways.
- Display on large screen: session details and learning takeaways with screen shots of examples.¹ PROMPT: In this session, you have seen elements of_______; these will allow you to create_______ and _________.
- Display instructor’s name and email as well as WIC’s contact info

¹ From previous engagements