

## OCOD BASIC Class Instructor & Assistant Instructors Duties 2020

**INSTRUCTORS & ASSISTANTS:** ALL of you are incredibly important to each class you teach. Teaching is not an easy task but can be extremely rewarding. Thank you for volunteering, you are very much appreciated!

- Review all material prior to the first week of class, and each week's material prior to teaching that week.
- Please wear club shirts if possible.
- Wear toe closed shoes.
- Arrive approximately 15-20 minutes before class. If your ring is in use, be patient.
- Each week make sure the class can hear you. Always best to ask at the start.
- When teaching a class, try to avoid having your back to any student. Set yourselves up in such a way that you are up against the wall, gate, etc. when talking and/or demoing.
- When teaching a class, all instructors should avoid getting into a one-on-one side conversation as it is distracting to the group.
  - If there is a challenge that **must** be addressed right away, one-on-one, only ONE of you should take that dog/handler out of the class and over to a separate area to address the problem there, up to the individual instructor as to how this should be handled. Remember when you take a student out of the class, they will miss what is being taught while they are gone, causing you more time after class. Best to "table" the challenge and address it after class.
  - Remember, side conversations within the class are very distracting to all the other students. Please do your best to avoid side conversations.
  - If several students are struggling with the lesson you are teaching, try to break it down into smaller pieces.
- Safety is a primary concern! Always keep dogs separated. No dog to dog playtime.
- No matter the challenges you face when teaching, try to keep a sense of humor going. People will comeback if they sense you are empathic to their dog training needs.

### **INSTRUCTORS:**

- Approximately 20 minutes before class: Open building, turn on lights, prep ring area and equipment.
- Have each week's lesson plans available and ready. You may print and handout and/or email them to your students.

### **ASSISTANTS:**

- Assist the instructor with ring/equipment set up.
- Put clean up supplies, including poop bags, near the ring area.
- Check the backdoor area to make sure there are poop bags there.
- If name tags are being used, set them out.
- Set out the sign in sheet. Make sure everyone signs in each week, including all instructors.
- Prior to the start of class, check collars on all dogs to make sure they are properly fitted.
- Be prepared to demonstrate and teach all the skills covered in class. Listen to the instructor and follow their lead when demoing.

## **Class Schedule:**

**Week One:** Acclimation to the building and the class. Review and answer questions about the documents that were emailed to them. THEN Demo & Teach the first week's homework handout.

### **Weeks TWO through SIX when class starts:**

- Review of the previous week's lessons/homework. Talk them through each skill, one at a time. See the understanding, progress, challenges and address them. (Allow approximately 15 minutes for this)
- Teach each new skill one at a time. Explain it verbally first, the why and how. They listen while you talk. Then demo it while you explain exactly what you are doing. THEN they try to do it while you talk them through it.
- Depending on the class you may need to take a short break ½ way through.

### **Week SEVEN:**

- Evaluation of the teams. Should they repeat this class? Should they sign up for the next class. Be encouraging while being honest.
- Have a club member come to demo the competition obedience tricks. This type of demo has inspired people for many years to continue training. The demo team is required to show the FUN that can be had! If you need help in finding a team to come, ask one of the training directors.

## **After class:**

1. Pass out the homework for the week.
2. If you have used name tags, collect them.
3. If no one else is in the building, after the last student leaves, lock the door.
4. LOCK the back doors.
5. Put equipment away.
6. Straighten up.
7. Turn lights off.
8. Gather the trash and take it out to the container outside the front door.

## **WEEK EIGHT:**

- Please write a brief summary of your class and email it to [dianeschultz4295@gmail.com](mailto:dianeschultz4295@gmail.com).
  - How many students did you have in class?
  - How many dropouts?
  - Do you know why they dropped out?
  - What worked well for you?
  - What didn't work well?
  - What do you need help with before you teach another class?
  - Suggestions for improvement?
- In the future we hope to have a form for you to complete but for now please write a report up for us so we can review.

THANK YOU for giving your time to the club, and to helping people with their dogs!