



**Carnegie Mellon University**

## The Study Leader Support Group



Please consider the following five tips that may help you as you prepare to teach your course.

### **1. Prepare, Prepare, Prepare!**

Osher learners appreciate the effort that goes into offering a class. Prepare presentations carefully, remembering that sometimes 'less is more'. Use clean templates and uncluttered slides - and keep in mind that you should be the center of attention rather than your slides. Go over your presentation with a friend or the Study Leader Support Group.

### **2. Manage Expectations**

Provide a welcome message and reminder to your students before the first session of your class. Let your class know what to expect in terms of content and schedule.

In your first session, review your 'class rules' and clarify how, or when, you would like to handle questions or discussions.

### **3. Own the Stage**

It's your class! You've worked hard to prepare for it. Keep things moving, be mindful of the clock and limit participants or discussions that go 'off the rails'. Your class will appreciate your efforts to keep any one or two individuals from dominating or repeatedly interrupting the class flow.

### **4. Start and End on Time**

Arrive early to set up your presentation, test the equipment, or arrange course demonstration materials. Stop by your scheduled time. Class members have other classes to attend, buses to catch, and errands to run. Invite attendees to meet with you in the lounge area for further discussion after your scheduled stopping time.

### **5. And, Finally**

We're here to help. Let us know how we can help you prepare for your class.

## The Study Leader Support Group

Need some advice on preparing for your class? For organizing your presentation or material? For practicing your delivery? For operating the classroom technology or teaching over Zoom? For managing the classroom experience?

We can help!

### Who Are We?

The Study Leader Support Group (SLSG) is a standing committee of skilled volunteers ready and able to assist new and returning study leaders as they prepare and teach their classes.



## How Can We Help?

The SLSG helps Study Leaders from the preparation of proposals through the final meeting of their class. We are available to assist with preparation of course proposals and outlines, course presentations, as well as working with the classroom systems and/or teaching via Zoom.

We can offer advice on effective teaching, classroom management, and post-class follow up.

For new Study Leaders in particular, we encourage a consultation before the class begins - and we are available for practice run throughs.

### Contact Us

As a new or returning Study Leader, please do not hesitate to be in touch. The Osher staff can connect you with the SLSG - all you need to do is ask!

Email: [osher@cmu.edu](mailto:osher@cmu.edu)

Phone: (412) 268-7489

## Teaching an Osher Class

Study Leaders often describe their interactions with our motivated and interesting life-long learners to be a highly rewarding volunteer activity. We hope that you will find teaching your Osher class to be an enjoyable and fulfilling experience.

