



Using Theme-Based Training to Teach Computer Skills to the Public

*Workshop Agenda
Fall-Winter 2006*

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Instructor
An Infopeople Workshop

How and Why Use Theme-Based Training

- ◆ Training Staff versus the Public
- ◆ Teaching Computer Competency while Having Fun
- ◆ Including Library Resources

Create the Training Material

- ◆ Start from Your Objectives
- ◆ Use a Template to Keep You Focused
Exercise #1 Pick a Theme and Write Objectives
Exercise #2 Search for Websites
- ◆ Dos and Don'ts for Making Exercises and Handouts
Exercise #3 Create an Exercise

Skills for Teaching Computer Classes

- ◆ Crucial Skills for Keeping the Class Together
Exercise #4 Teach Your Neighbor
- ◆ Handling a Variety of Learners
Exercise #5 Plan a Handout
Exercise #6 Using Questions
Exercise #7 Outline Your Training

Planning and Promoting Training

- ◆ Use a Planning Checklist
- ◆ Promote in Print and on the Web
Exercise #8 Planning and Promoting a Themed Training Class

Summary and Evaluation

There will be two 15-minute breaks and an hour for lunch.