

Techniques of Instruction

1075 Sqn NCO Training Module 2

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Objectives

➔ At the end of this lesson you will:

1. Carry out the required preparation for a period of instruction
2. Demonstrate the correct stages of an instructional period
3. Demonstrate the correct methods of instruction
4. Describe the correct use of training aids

Scope

- Lesson of two 40 min periods
- No calling out answers to questions
- Handouts will be given out

Teaching & Learning

Section 1

Role of the Instructor

To

Promote and Measure

Successful

Learning

Instructor Qualities

- Confidence
- Attitude
- Voice
- Appearance and Bearing
- Mannerisms
- Rapport
- Enthusiasm

Other Factors

→ Aptitude of students

→ Participation of students

→ Repetition of key points

Classroom Management

Section 2

Preparation

→ Remember the 6 P's

Prior Planning Prevents Pathetically Poor
Performance

→ Ask yourself these three questions:

→ Who am I teaching?

→ What do I have to cover?

→ How do I prepare for it?

Preparation

→ Material

- Use training manuals

- Other references, eg internet, books, magazines

→ Training Aids

- Covered in detail later

- Make sure they work

Planning the lesson

- Suggested procedure
 - Decide on the subject matter
 - Determine the objectives
 - Decide on the key points
 - Organise the material logically
 - Draft a lesson plan
 - Prepare visual aids
 - Rehearse

Class Management

DO

- Be authoritative
- Be sympathetic and considerate
- Be patient
- Retain your sense of humour
- Use humour carefully

DO NOT

- Throw things
- Be sarcastic
- Be cynical
- Knock the system or kit
- Embarrass or humiliate students
- Be over-authoritative
- Be under-prepared
- Have favourites

Structure of the Lesson

Section 3

Structure

→ Divided into three parts

Introduction (10%)

Development (75-80%)

Consolidation (10-15%)

Introduction

Remember INTROSH

Interest

Need for information

Title

Revision

Objectives

Scope

Handouts

Development

- Main teaching section of the lesson
- The main parts of the development stage are:
 - Key points in a logical sequence
 - Use of Questions
 - Visual Reinforcement
 - Recaps
- Must be Flexible

Consolidation

- The Consolidation should include the following:
 - Restate Objectives
 - Summarise
 - Test Questions
 - Any Questions
 - Round-up

Practical

→ Use the following method for teaching practical subjects

EDIP

Explanation

Demonstration

Imitation

Practice

Question Technique

Section 5

Why ask Questions?

- To find out how much the students know
- To get students to think and involved
- To monitor the students' progress
- To keep the students' attention
- To gauge whether learning has taken place

Posing Questions

→ Start your questions with:

WHAT, WHEN, WHICH, HOW or WHO

→ Pose to whole class NOT individuals

→ Pause to allow them ALL to think

→ Then Pounce or nominate one student

POSE – PAUSE – POUNCE

Handling Answers

→ Correct Answer

- Acknowledge (ie, "*yes that's right*")
- Reinforce – repeat answer

→ Incorrect Answer

- Acknowledge (ie "*no that's wrong*")
- Rephrase question to same student
- Still wrong – ask another student
- Still wrong – state correct answer

Training Aids

Section 6

Types of Aid

- Chalkboard/dry-wipe board
- Magnetic boards
- Overhead projector
- LCD Projector
- Slide projector
- Video equipment
- Models & equipment

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Summary

- Promote and measure successful learning
- Preparation is paramount
- Follow – Introduction – Development – Consolidation
- INTROSH
- EDIP
- Pose-Pause-Pounce

Your task

Prepare a 10 minute
lesson on a subject of
your choice