

# Teaching Your OLLI Class

O S H E R  
L I F E L O N G  
L E A R N I N G  
I N S T I T U T E

A Step-By-Step Guide for  
Instructors

at the University of Arkansas

OLLI  
Appreciates  
You!

Thank you for agreeing to lead an OLLI learning experience.

This presentation is intended to provide you with the information you need before, during and after your class.

But first, let's  
define  
terms...

- **Course/Class**—the engagement experience you offer participants even though you may not think of your offering as a formal course
- **Instructor**—the person, like you who facilitates the learning experience for participants
- **Excellence**—describes a course that presents **accurate information, engages** participants respectfully, is **organized** to fit time allotted, and reflects the instructor's **enthusiasm** for the topic.

Before your  
Class...

Your Topic

Questions to ask as you consider your topic:

- Do I have sufficient knowledge and expertise to provide information and respond to questions on this topic with ease?
- What are the key concepts I will select for focus given the audience and the resources I have on hand?
- How much time will I need to present information and allow for participants' questions and comments?
- How will I organize the presentation to fit within the time allotment I have?
- If I have taught this information before in a different context, what adjustments might I need to make for my OLLI presentation for seasoned adults?

Before Your  
Class...

The Course  
Proposal

## Complete the Course Proposal

- You can find the course proposal [HERE](#)
- You can find a sample completed [course proposal here](#) to use as a model.
- Contact the OLLI office if you have questions about completing the course proposal.
- You will receive an email to confirm that your proposal has been received and is under review.
- The OLLI office will send you a class roster approximately three days prior to the date of your class.
- Contact the OLLI office about needs for your class such as presentation equipment, instructional materials or a particular classroom setup.

# Before Your Class...

## Planning

Check out the following resources on the OLLI website instructor page:

- OLLI Standards for Instructional Quality
- Engaging adult learners
- Using slides effectively in your presentation
- The course evaluation tool and process
- The Instructor Feedback Form
- FAQs about teaching for OLLI
- Communicating with your curriculum committee guide and with the OLLI office staff

## During Your Class

A class ambassador will be onsite to:

- Provide any set up assistance you may need such as handouts, A/V, seating, etc.
- Welcome the class, provide information, make announcements, and introduce you to participants.
- Remind participants to complete the class evaluation. A sample evaluation form can be viewed [HERE](#).
- Assist you with anything you need during and at the end of your class.

## During Your Class

Click here to see tips for engaging your audience.

- Be mindful of your time and pay attention to your pacing.
- Assume a relaxed and conversational mode of presentation.
- Stay attuned to participants...check in with them intermittently to assess understanding.



After Your  
Class...

Your  
Feedback  
Please!

Please Complete the Instructor Feedback Form

You will receive the form via email from the OLLI office.

The information you provide will be reviewed and used by the Curriculum Committee and the OLLI staff to assess and improve the support we offer to our instructors.

The form looks like this ([CLICK HERE](#)).

# Questions?

Your Curriculum Committee contact person is eager to assist, as are the folks in the OLLI Office:

Phone: 479-575-4545

Email: [olli@uark.edu](mailto:olli@uark.edu)