

WORKBOOK 4.4: PREPARING TO PRESENT A MODULE ACTIVITY

Purpose:	The purpose of this activity is to prepare to present a specific module.
Duration:	50 minutes (30-preparation; 20-discussion)
Group composition:	Participant pairs
Debrief:	Large-Group Discussion
Equipment:	ATA Course Facilitator Guide

Directions:

1. Review an assigned course module as if you were getting ready to teach it.

Reminder — Steps for Reviewing Facilitator Guide Module:

- **Step 1 — The Outcomes**
 - Review the module objectives
- **Step 2 — The Big Picture**
 - Scan the entire module
- **Step 3 — The Details**
 - Do a second, thorough reading
- **Step 4 — The Test**
 - Close the module and list the major topics

2. Next, work with a partner to answer the questions on the following pages.
3. Be prepared to discuss your answers in 30 minutes.

Outcomes

1. What is the overall purpose of this module?

2. How will you know if learning has occurred?

Key Content

3. What are the five most important content areas?

4. How might this content be customized for the target audience?

5. What are two questions the target audience may have?

Learning Activities

6. What challenges may be encountered when conducting the activities?
7. Are there logistical, safety, or security issues?
8. What types of coaching or help will learners need to be successful?
9. How will feedback be provided to learners?

Module-Specific Preparation

10. Review the material and equipment list. Are there any special logistical considerations unique to this module?
11. Are there any special preparations steps to take before presenting this module?

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