U.S. Department of Transportation
Federal Highway Administration

national highway institute

INSTRUCTOR SESSION CHECKLIST

Request for Training

NHI hosts request training by completing a host request form online at the NHI Website at www.nhi.fhwa.dot.gov. When you receive notice from NHI that a session has been requested, you must contact the designated individual within two weeks to confirm a session date.

Confirm with the host that the training facility hours are adequate for the course. (e.g. if a training advertises 0.9 CEUs, the course should not run shorter than nine hours. Therefore the facility would need to be open beyond the hours of 9am - 5pm) or the course should be delivered in 11/2 days. One day is equal to 6 hours of training.

Once the session is confirmed, and you have received the session confirmation email from NHI, here are some suggestions for preparation.

- ☐ If you are not listed in the NHI system as the main point of contact for the course, be sure that individual forwards you the session confirmation email. It contains important information like the course number and session number.
- ☐ Be sure that you have requested your four-digit NHI Instructor ID Number. Contact the NHIInstructorLiaison@dot.gov or (703) 235-0952, to request your number.

Course Instruction and Content

Work with the Local Host/Coordinator to set the start and end times for the session – and ask for any local examples or concerns that will help you provide relevant examples for the local environment. Also confirm the training dates, location, number of participants (there should be no more than 30 maximum participants) and do any of the participants require special accommodations.

Ask the Local Host/Coordinator for any equipment or room set up that you need. Common requests include:

- ☐ Projection Screen
- ☐ Lectern or instructor table
- ☐ Spare Projector Bulb (if possible)
- ☐ LCD Projector compatible with a notebook computer (Like an InFocus Machine)
- ☐ Cables necessary to connect projector to computer, if possible
- ☐ Electronic remote device to advance presentaion slide, if availible
- ☐ Power strip (and a 20 foot extension cord)
- ☐ Whiteboard with dry mark pens and eraser
- ☐ Flip charts (at least 5) and large markers, assorted colors (at least 5 sets)
- ☐ Masking tape (at least 2 rolls)
- ☐ Large black markers for participant name tents (1 per 2 participant)

Three Weeks Before the Course

- ☐ Confirm logistical information with the Local Host/Coordinator and make any final travel arrangements
- ☐ Confirm that the course material and administrative package have been received
- ☐ Ask again if there are any participants that need special accommodations (504/508).
- ☐ List of participants with profiles summarizing their positions, responsibilities, and experience, if available
- ☐ We also recommend you identify a potential back-up instructor in case you have any issues getting to the session and provide their cell phone number to the Local Host/Coordinator's.
- ☐ Review your course materials and prepare local examples
- ☐ Ensure you have the following materials:
- ☐ Instructor Guide (IG), one copy for each instructor
- ☐ PowerPoint Presentation
- ☐ Resource Information CD
- ☐ Read and study the IG, PowerPoint Presentation, Resource Information CD and the Host issues
- ☐ Computer loaded with at least Windows 98 and PowerPoint 2000 or higher
- ☐ LCD projector compatible with a notebook computer (i.e. InFocus or similar make), if the Host cannot provide one
- ☐ Cables necessary to connect projector to computer, if the Host cannot provide the projector
- ☐ Spare projector bulb if the Host cannot provide one
- ☐ Electronic remote device to advance slides in the PowerPoint presentation, if available
- ☐ Case study materials
- ☐ Copies of the course assessment for each participant
- ☐ A watch or clock

One Week Before the Course

- ☐ Answer any emails from NHI or the Local Host/Coordinaton
- ☐ Get directions to the training siteReview the forms to be completed by participants.
- ☐ If you have questions about these forms, please contact the NHI Instructor Liaison at NHIInstructorLiaison@dot.gov or (703) 235-0952.

First Day of the Course

- ☐ Arrive at least an hour before the session starts
- ☐ Help set-up the classroom (tables and chairs are arranged to maximize interaction, flip charts are convenient to instructors and visible to participants, make sure any special accommodations are available, etc.)

- ☐ Test all equipment
- ☐ Help organize the participant material: (Participant Workbook, Resource Information CD(if required), Tent Card, Sign-In Sheet, Participant Registration Forms), Explain to participants how they need to complete the forms, and why they need to be completed.
- ☐ Explain that the participants will need to initial the sign-in sheet in the a.m. and p.m. (attend 100% of the time) and score at least a 70% on the end-of-course assessment in order to receive CEUs
- ☐ Write instructor(s) name, ID number, the course number, and the session number on a flip chart page; post it on the wall so that participants can properly complete the forms
- ☐ Prepare the ground rules on a flip chart page. Cover the ground rules with the flip chart pad's cover or a blank flip chart page, and leave it covered until you review it during the training event. Ask if they have anything they would like to add to the ground rules, and post it on the wall so it is visible during the entire session

During the Course

- ☐ Arrive at least one hour before class starts to allow plenty of time to get organized
- ☐ Greet participants as they arrive and if a participant needs special accommodation, with him/her to make sure the accommodation will enhance the learning experience for them
- ☐ Start on time and stay on track: Always start on time, even if only one participant is in the room. Keep exercises within their time limits. End discussions when they cease to be productive. Lead participants away from digressions and tangents, and back to the lesson
- ☐ Be available during breaks and after class of questions Walk among groups as they work on their case studies or exercises and answer question or offer guidance as appropriate; Ensure participants are on track as they work. Give constructive feedback during the case study solutions presentations and discussions
- ☐ Ask review questions: Throughout and at the end of each lesson, review questions should be asked to reinforce the learning outcomes for that lesson and to connect to upcoming material. As a general rule, review or discussion questions should be asked every six to eight slides. Avoid YES or NO questions and try to use open-ended questions to draw participants into the material. Sample review questions are available in the IG; however, the instructor can also develop additional questions. Make sure all questions directly relate and support the learning outcomes
- ☐ Review lesson outcomes: At the beginning of each lesson, review that lesson's outcomes by introducing the outcomes by saying: "At the end of this lesson, you will be able to…." The What's In It For Me (WIIFM). Make sure participants are fully aware of the topics to be addressed in the lesson. Review outcomes at the end of the lesson using an activity/exercise of questions to ensure outcomes are met.
- ☐ Enjoy teaching your session
- ☐ Tell participants about other associated NHI courses
- ☐ Prepare participants for the end-of-course assessment
- ☐ Remind participants how much time they will have to complete the assessment. Ask that they respect other participants by remaining quiet until everyone has completed the exam.

- ☐ Proctor the end-of-course assessment (including Pennsylvania exams)

After the Course

- ☐ Have participants complete evaluations
- ☐ Take down all posted flip chart pages and clean up the room
- ☐ Complete the bottom section of each participant registration forms with session attendance, score from the final exam, and whether the participant passed or failed the exam.
- ☐ Instructor will send the complete package to the appropriate contact for submission to NHI within 10 working days of the course end. The package NHI includes the (NHI Session Roster, NHI Sign-In sheet(s), original of the NHI Participant Registration, Course Evaluation Forms. and final assessments). The instructor is responsible for sending these items to the appropriate contact so that they are received by NHI before deadline.
- ☐ The Project Manager or appropriate individual will scan administrative materials (Instructor Checklist, Roster, Sign-in Sheet, PRFs, CEs, and End of Course Exam/Answer Sheets and electronically transmit material to NHI Customer Service (NHICustomerService@dot.gov).
- ☐ Contractors will hold hard copy of the administrative package until the completed package is received by NHI and deemed complete. If the package or forms are not filled out correctly the material will be returned you for remediation. Hard copies of material can be destroyed upon payment for the session.