



# Teaching for Success®

Faculty Success Center

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## New TFS Faculty Success Workshop, *“How to Teach Your Best Class Ever”*

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### Executive Summary

#### **Title: How to Have Your Best Class Ever**

Outcome: Each attendee is challenged to create and takeaway a personalized teaching improvement plan that includes a worthwhile goal and a set of practical action steps necessary to bring their teaching improvement goal to fruition and make their next class the best ever.

To choose and accomplish their improvement goals, faculty explore how to build a high-performance, innovative instructional mindset and skill set necessary to reach desired instruction goals faster and easier for the purpose of nourishing continuous improvement efforts and supporting each other with a ongoing success conversation. Assist each faculty member to create a personalized teaching improvement plan for implementation during their next course.

#### **Intended Audience**

Community and technical college full- and part-time instructors. It is designed to be particularly helpful to new and novice instructors.

#### **Workshop Methodology**

Designed to be a 4-6 hour workshop. Some content will be abbreviated to fit a four-hour time frame. Active learning methodology is used throughout the workshop to maximize retention. Small group and dyad learning are included.

#### **Workshop Content**

##### **A. Six Essential Questions that Spark Actions to Improve and Change**

1. Who is the most important person?
2. What is your blue-sky ideal?
3. Why do you teach?
4. What characteristics defined your favorite teacher?
5. Why are some instructors more successful?
6. What are your top teaching challenges?

##### **B. Eight Growth Mindset Frames that Promote Learning and Change**

1. Thoughts are things
2. Future conscious

3. Goal guided
4. Outcomes driven
5. Cause and effect based
6. Results cornerstone
7. Relationship valuation
8. Solution emphasis

### **C. Nine Success Disciplines Instructors Must Master**

1. Time management
2. Expectation
3. Authenticity
4. Fear/courage
5. Excellence
6. Effort
7. Comfort zone discomfort
8. Affirmative dialogue
9. Evaluation confirmation

### **D. Six Paths to Creating Positive Change**

1. Look for bright spots
2. Codify the procedure
3. Identify the feeling
4. Chunk, organize, and sequence
5. Action triggers
6. People value

### **E. Five Planning Keys that Support Teaching Improvement**

1. Why improve?
2. Where are you going?
3. When will you arrive?
4. How will it happen?
5. Whose help do you need?

### **F. Ten Ways to Evaluate Your Improvement Efforts**

1. Goal statements: personal, present tense, time-bounded statements
2. Goals sequenced by starting in the future, working to the present
3. Resources needed
4. Skill development required
5. Whose help will you need
6. Choke points identified
7. Difficulty and setback responses
8. Motivation maintenance
9. What will you give up to get there?
10. Goal set "through" not just "to"

### **F. The Six Critical Success Factors of Teaching Improvement and How to Use Them**

1. Leadership
2. Management

3. Design of Instruction
4. Communication
5. Analysis of Content and Context
6. Evaluation and Testing

#### **H. Five Essential Brain Insights from Cognitive Science**

1. It's plastic, growth continues into your 80s; the brain changes physically as we learn.
2. It's the seat of the Self-concept(s) which is the master control of interest and attention.
3. One's world view is constructed from beliefs; in reality you see what you believe.
4. Emotions control learning; fear, anxiety, boredom block learning.
5. It's hooked on variety and novelty.
6. Brains need fuel: oxygen, glucose, and water for optimum learning..
7. The brain at three lbs represents about two percent of our body weight, yet it consumes 20 percent of the calorie intake.

#### **I. Six Leadership Actions Instructors Must Know**

1. Point to the destination and describe it in detail.
2. Create a series of small steps that lead to big changes.
3. Formulate a set of clear directions.
4. Sprinkle with inspiration, motivation.
5. Communicate the feeling experienced when the change has arrived.
6. Provide a supportive environment.

#### **J. The Four Ps of Lesson Planning and How to Use Them to Its Best Advantage**

1. Preparation
2. Presentation
3. Practice
4. Performance

#### **K. Nine Ways to Manage for High Trust to Build Student Engagement and Retention**

1. Learn and use your students' names.
2. Demonstrate an absolute commitment to your class.
3. Do what you say, and keep your students informed of daily learning objectives and all changes.
4. Smile, give positive feedback and recognition.
5. Explain real-world value of your course content.
6. Display empathy for student difficulties coupled with appropriate actions.
7. Set positive discipline rules to protect the learning environment
8. Add humor, play, fun, and teamwork your teaching strategies.
9. Add personal learning stories to humanize learning.
10. Talk about benefits of lifelong broad-scale learning.

#### **L. Five Critical Success Result Indicators**

1. Constructive attitude: want to, need to, love to learn.
2. Do an 80/20 analysis.
3. Act with clarity and purpose.
4. Break it down, simplify it, and sequence it.
5. Keep the energy high with daily positive input.

### **M. Ten Customized Teaching Improvement Plan Elements**

1. Write goal statements: personal, present tense, time-bounded statements
2. Sequence goals by starting in the future and working back to the present
3. Determine which required resources you lack, and how you will obtain them.
4. List skills that need development
5. Determine whose help you will need
6. Choke points identified
7. Describe how you will respond to difficulty and setbacks
8. Relate how you will maintain your motivation
9. Decide what you will give up or the price you pay to achieve your goal.
10. Ensure you goal set “through” not just “to”

### **Takeaways:**

- Each attendee will craft a practical plan to attain her or his desired teaching improvement goals and:
  - » Apply the theory of critical success factors to teaching improvement.
  - » Create a personal multi-step, problem-solving process from a standard 7-step goal setting process.
  - » Describe the top characteristics of past teachers who were most influential in your education.
  - » Formulate a list of the key skills and abilities that you will need to arrive at the apex of your teaching career, and explain how you will gain the necessary skills and knowledge.
- Prepare strategies to deal effectively with difficulties and triumph over adversity:
  - » The unusual truth about failure and difficulty.
  - » The one syllabus section that absolutely should not be omitted but commonly is.
  - » Employ a seven-step process to streamline problem solution and resolution.
  - » Learn five classroom management techniques that every instructor should know.
- Form and maintain the attitudes and actions that promote innovation and improvement:
  - » How to foster an inner dialogue of success and achievement.
  - » Two major fears that may limit instructor results and how to overcome them.
  - » Two questions that are imperative to know and ask in order to see continuous improvement.
- If the institution is a current Teaching For Success Member, attendees will further benefit from exploring what supporting resources are available from the TFS Faculty Success Center E-library:
  - » How to choose TFS E-library resources to match current interest or need.
  - » How to check E-library for latest additions.
  - » Understand the 12 categories of resources and list the purpose of each.
  - » List the steps to download and use a specific resource from the E-library.

### **Presentation and Workshop Fees and Conditions**

- Daily Workshop Fee: \$2395 to facilitate this fantastic, four-hour workshop.
- Package price, 4-hour workshop including transportation, meals, and accommodations:
  - › Travel within Zone 1—500 miles radius of Albuquerque, NM, \$3100.
  - › Travel within Zone 2—501-2000 miles radius of Albuquerque, NM, \$3875.
  - › Travel within Zone 3—2001 to 3000 miles radius of Albuquerque, NM, \$4295.

- Travel billed separate for the 4-hour workshop to include transportation, meals and accommodations at the following rates:
  - › Auto mileage charged at .73/mile, based on 2011 AAA National Average Total Ownership and Operating Cost calculations and calculated from Albuquerque, NM.
  - › OR, airfare and car rental charged at available rates. Departure is from Albuquerque, NM.
  - › Lodging and food: \$133 per day, based on US GSA, (General Services Admin) 2011 rates.
- Host institution will provide a room with video projection equipment to support an iPad/Mac laptop with VGA connection. Room should as be configured to enable small group learning exercises and discussions allowing 5-7 attendees per table.

**Attendee Comments from the Cochise College Workshop,  
January 2012, Full and Part-time Faculty Wrote:**

- *Excellent facilitation! Thank you!*
- *A fun day among peers. I have several valuable "take-aways" to use; I like the practical elements about implementing these ideas and the cognitive theories behind them.*
- *Small group projects - fun & awesome*
- *Excellent to have and understand the TFS resources available to us.*
- *I like the "give and take" of the discussions and the group activity sessions.*
- *Group interactions, personal stories.*
- *Good topics, relevant, excellent for new teachers.*
- *Very engaging, great information!*
- *Jack modeled excellent teaching and was a wonderful facilitator!*
- *Seems like the website will help reinforce our learning during the workshop.*
- *I got a great deal out of the presentation. I checked out the [TFS] website during lunch—great!*
- *Excellent delivery of content in a way that engaged us all.*
- *Learned a great deal about maximizing my effectiveness as an instructor.*
- *Left with ideas about how to apply a lot of this information in my courses.*
- *Good flow of the workshop. Enjoyed it! Thank you for your effort.*
- *Encouraged student participation and sharing of ideas.*
- *I enjoyed the brainstorming, thinking activities. You did great facilitating the discussion.*