

# How to Use the Instructor Guide

## Course Structure

This course is structured so that you can use the material in several ways:

- Teach the complete five-day course as it will be taught to you over the next week
- Teach selected modules/parts of modules "just-in-time"
- Use as a reference for working with teams as a TQL coordinator or quality advisor

The approach you use will depend on your role and the needs of the quality advisors, team leaders, and team members with whom you work.

## Total Course Length: 35 hours

This Instructor Guide contains the bulk of the information needed to teach this course. The body of the Instructor Guide consists of the following elements:

- Text
- Instructor Notes
- Exercise Instruction
- Video Description
- Handouts
- Viewgraphs

## Text

The text concentrates on course content from the instructor's perspective. While each group of participants will differ (and thus, so will your presentation), information found here will provide a basic narrative structure for course presentation. Comments here elaborate on Student Guide information and identify key concepts—important points you will want to stress.

## **Instructor Notes**

Instructor Notes focus on the instructional process. They tell you when to show a transparency, complete an activity, begin a discussion, ask a question, allow time for participants to complete an activity, and so forth. Information contained here is intended to assist you in making a smooth presentation.

Instructor Notes may be easily identified in the instructor text as they will ALWAYS be surrounded by a frame to set them off from the instructor narrative.

To ensure an effective presentation, you should familiarize yourself with the format and contents of all instructor materials before class. Make sure that you have all of the instructional materials and handouts prepared before class.

## **Exercise Instructions**

Various exercises are conducted in several modules. Review the first page of each module to ensure that you have the necessary materials to conduct the exercises.

## **Video Descriptions**

Several videos are shown in various modules. The videos are listed on the first page of each module. Before teaching these modules, arrange to have a VCR and monitor available. It is recommended that you preview the videos before you teach the modules so that you can be prepared to suggest discussion topics.

## **Handouts**

Supplemental handout materials are provided to the participants in their Student Guides to enhance and supplement the training manuals. You will find instructions in the exercises to ask the participants to retrieve these materials from the back of their Student Guides.

## **Viewgraphs**

A set of full-size viewgraphs is at the end of this Guide. Show each viewgraph when you see a smaller replication of it throughout each module, unless otherwise directed in an Instructor Note.

## Notes on Delivery

Thorough preparation is essential to the successful delivery of this course. It is highly recommended that you complete as many as possible (and preferably all) of the following activities before teaching the course:

- Attend the *Team Skills and Concepts* course taught by the TQL specialists as a participant.
- Review and familiarize yourself with all course material including reference/resource materials.
- Get feedback from others who have instructed and/or participated in the course. Ask questions/obtain clarification about any part of the materials or delivery on which you are unclear.
- Participate in a team and/or observe team meetings to gain insight on team interactions.
- Visit a DON activity practicing TQL to get a hands-on feel for how TQL works.
- Continue your education by reading as much as possible about TQL.
- Team teach with an individual who has a practical background/expertise in required areas.

One of the greatest resources available to you to promote learning and understanding will be the discussion of various issues among participants. However, to ensure you cover all module materials within the time allotted, we suggest you agree on a method of monitoring time to ensure you will stay on schedule.

Course Identification Number (CIN) for this Instructor Guide is located on the front cover. The CIN for the Student Guide is P-500-0014.