



rear-facing • forward-facing • booster seat • safety belts

November 2014 Instructor Update:

This was sent to all Instructors and Instructor Candidates on November 15, 2014. If you did not receive please check your spam folders and make sure your email address is current in your online Safe Kids certification profile. Thank you!

This month's instructor email from the National Child Passenger Safety Board highlights valuable instructor tips from the field as well as a reminder of the tips that were included with your revised curriculum. If you have creative tips to share or feedback that you haven't already submitted, we encourage you to reach out to us through the curriculum feedback tool at: <http://bit.ly/CPSBFeedback>. Thank you for your dedication and commitment to the field!

Instructor tips:

- Make sure to utilize the resources on the CPS Board website at <http://cpsboard.org/curriculum-resources/>. This information is organized by module, updated regularly and now serves as our online appendix instead of a printed appendix in the guide. (Also see "Links for Techs" at <http://cpsboard.org/links-for-techs/> for even more resources.)
- Save your instructor DVD files to your computer in case you ever lose or forget to bring your DVD with you. Video files will run more smoothly if saved to your computer.
- Some instructors are finding it helpful to carefully review and read their instructor guide and then teach directly from the technician guide with their teaching notes marked in the margins.
- Take time to show your class the cert.safekids.org website. This will increase their confidence in navigating the site and connect them with CEU resources.

Think outside of the box! Not all tech updates have to be a full or half day. Consider showing an approved video from the site before your next checkup event which can count as a 1 hour update. For more information visit: *Can I watch a video (recorded webinar) for CEUs?* at <http://bit.ly/1Epj619>.

These additional tips were included along with your instructor guide (when you were a new IC) and are provided below as a refresher:

Pre-Class

- Always conduct pre-meetings and ask colleagues for tips and feedback

- Practice new material out loud before teaching
- Study all chapters in the curriculum so you can fill in for someone who cannot teach
- Become familiar with the training seats that will be used in your class
- Anticipate roadblocks and plan for inclement weather, student and logistical issues
- Instructor Candidates can be nervous the first time teaching, but remember you know more than your students do
- Highlight or make flash cards of key points you want to teach
- Familiarize yourself with the checklist that will be used at the course checkup event
- Read all materials related to the course more than once
- Know the state law

During Class

- Anticipate what is coming up next in the class so you are one step ahead with setting up hands-on activities
- Listen to other instructors and pick up on teaching techniques
- Personal stories can help students relate to material, but make sure not to get off task and overdo the stories
- Follow along in your manual during the class even when other instructors are teaching to become more familiar with the content
- Develop relationships with course participants so you can get them connected in local events
- Even as an instructor, do not be afraid to say you do not know and ask questions
- Practice with the AV before you teach to make sure it is all working properly
- Try not to use filler words such as, “um, like, uh”
- Remember that learning styles vary and know how to explain something in different ways
- Encourage participation and engage students to reinforce learning
- Speak up, make eye contact and read your students
- Teach the section you dislike the most, the more familiar you become with the content the more comfortable you will be with the information

Post-Class

- Teach another course as soon as you can following your candidacy to build on your skills and become comfortable with the curriculum
- Teach as many courses as you can the first year, practice will improve your teaching technique
- Review constructive student evaluations closely to help you become a better instructor
- Teach with as many instructor teams as you can
- Staying Current
- Read tech updates, attend update courses, CEU classes and participate in car seat checks regularly
- Prepare early for re-certification
- Attend industry conferences such as Lifesavers, Kidz In Motion conference and Safe Kids meetings or conferences.

Sincerely,

National Child Passenger Safety Board

www.cpsboard.org