PREPARE FOR INSTRUCTION



Marine Corps Martial Arts Program¹

OVERVIEW

- Review Lesson Materials
- Conduct Rehearsals
- Prepare the Instructional Environment



Review the Training Schedule

- As early a possible
- Deal with conflicts
- Resources
- Rehearsals
- Administrative requirements

Review the Lesson Plan

- Learning Objectives
- Personalization
- Subject matter detail
- Instructional techniques
- Personal experience
- Examples and analogies

Review Student Materials

- Tools that assist the instructor
- Master Lesson File (MLF)
- Student outline
 - Supports instruction
- Supplemental material
 - Handouts, articles, references

Review Media

- Matches lesson plan
- Easily visible

Review Operation Risk Assessment Worksheet (ORAW)

- Cease training criteria
- · Problems must be addressed

Review Instructor Preparation Guide (IPG)

- Element of the MLF
- Lesson information
- Required resources

Review Student Test

- Understand how students are evaluated
- NEVER teach test questions





CONDUCT REHEARSALS

Types of Rehearsals

- Individual
 - Alone, anytime, anywhere
- Small Critical Audience
 - Constructive feedback
 - Thick skin
- Dress
 - Final rehearsal
 - Instructional setting

CONDUCT REHEARSALS

How to Rehearse

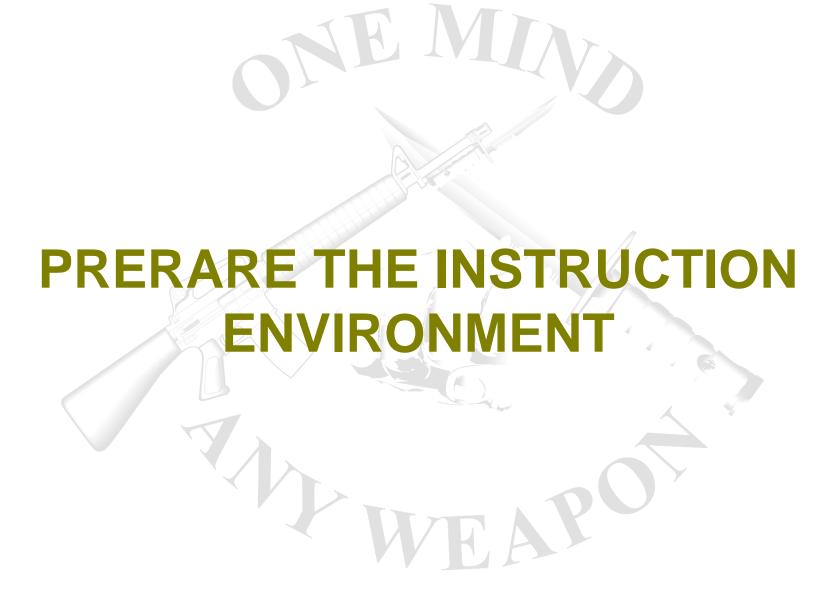
- Avoid memorization
 - Review lesson plan, research references
 - Review materials, review media
- Rehearse by parts
- Rehearse for criticism
- Rehearse the whole lesson

CONDUCT REHEARSALS

Evidence of Rehearsals

- Presentation flows smoothly
- Instructor appears knowledgeable
- Instructor appears comfortable
- Time limit





Prepare the Instructional Setting

- Replicates job setting
- Lighting and ventilation
- Chairs and desks
- Distractions removed
- Alternate site
- Safety

Prepare Media / Equipment

- Projector, computer, dry erase board
- PowerPoint, audio, video
- Operational checks
- Easily seen and heard
- Good condition
- Appropriate

Brief Support Personnel

- Assistant instructors, demonstrators
- Role players, corpsman
- Instructor brief
- Walk though prior to lesson

Prepare Student Materials

- All materials available
- Student outlines
- Supplemental materials

Personal Appearance

- Look in the mirror
- Neat and professional



REVIEW

- Review Lesson Materials
- Conduct Rehearsals
- Prepare the Instructional Environment

