

Efficient Use of Instructional Time

	Yes	No
1. Give tight time deadlines for exercises (trainees tend to take whatever time you allow them — if time is short, they are more efficient).	<input type="checkbox"/>	<input type="checkbox"/>
2. Select instructional methods that cover content quickly (e.g. reading).	<input type="checkbox"/>	<input type="checkbox"/>
3. Spend the most time on tasks and sub-tasks that are important and difficult to learn. Devote less time to tasks that are less important, less difficult to learn, and can be handled well with job aids.	<input type="checkbox"/>	<input type="checkbox"/>
4. Minimize time on Presentation and maximize time for Application and Feedback.	<input type="checkbox"/>	<input type="checkbox"/>
5. Reduce the instructor's "talking time" as much as possible.	<input type="checkbox"/>	<input type="checkbox"/>
6. Make a point of asking the instructor to always start on time and also to ask trainees to make an effort to be on time.	<input type="checkbox"/>	<input type="checkbox"/>
7. Develop visuals (speed learning).	<input type="checkbox"/>	<input type="checkbox"/>
8. Give very clear directions for exercises (this minimizes wasted time in debating what to do).	<input type="checkbox"/>	<input type="checkbox"/>
9. Let trainees know what will and will not be covered in the course to minimize digressions.	<input type="checkbox"/>	<input type="checkbox"/>
10. During exercises, have the instructor circulate to help with blockages and spur the groups on.	<input type="checkbox"/>	<input type="checkbox"/>
11. Announce how much time is left on exercises to keep groups on schedule.	<input type="checkbox"/>	<input type="checkbox"/>
12. Develop job aids to give out as handouts to reduce the need for instruction.	<input type="checkbox"/>	<input type="checkbox"/>