

# Teaching process



	BEFORE CLASS	START OF THE COURSE	COURSE FUNDAMENTALS	END OF CLASS	AFTER CLASS
Tasks	<p><b>1</b></p> <ul style="list-style-type: none"> <li>I arrive before the start of the class to:           <ul style="list-style-type: none"> <li>Prepare my class and materials.</li> <li>Write information about the conduct of the course on the blackboard.</li> </ul> </li> </ul>	<p><b>2</b></p> <ul style="list-style-type: none"> <li>I warmly welcome the students.</li> <li>I introduce myself and ask the students to introduce themselves (during the first class).</li> <li>I take attendance.</li> <li>I carry out an introductory activity to stimulate the interest of students.</li> <li>I explain how the course will be conducted.</li> <li>I discuss my expectations and the School Board/ Centre's guidelines.</li> <li>I find out what students' know, and I make associations with the subject.</li> </ul>	<p><b>3</b></p> <ul style="list-style-type: none"> <li>I present the material.</li> <li>I draw links between subject matter and practice.</li> <li>I alternate between presentations (± 20 min) and activities (± 40 min).</li> <li>I use concrete examples.</li> <li>I regularly check the students' understanding.</li> <li>I state the objective and give clear instructions for each activity.</li> <li>I have them do activities as often as possible to promote student learning.</li> <li>I oversee activities, make corrections and give feedback.</li> <li>I adhere to the time scheduled.</li> </ul>	<p><b>4</b></p> <ul style="list-style-type: none"> <li>I summarize the course.</li> <li>I take a look back on the class with the students.</li> <li>I do the routines at the end of the class.</li> <li>I announce the topic of the next class.</li> <li>I greet the students.</li> </ul>	<p><b>5</b></p> <ul style="list-style-type: none"> <li>I note the strengths and areas for improvement.</li> <li>I make the appropriate changes to my planning.</li> </ul>
Tricks	<p><b>1</b></p> <ul style="list-style-type: none"> <li>I set out what students will have to learn.</li> <li>I determine what they will have to do to learn.</li> <li>I adapt what I have to do so they learn.</li> <li>I organize resources to facilitate learning.</li> <li>I determine how long each activity will last.</li> </ul>	<p><b>2</b></p> <ul style="list-style-type: none"> <li>I make eye contact with students.</li> <li>I introduce myself by talking about my professional experience.</li> <li>I ask students about their interests, work experience, training goals, preferred skills.</li> <li>I prepare an introductory activity using a trigger to stimulate interest (e.g., photo, video, part, tool, material).</li> <li>I discuss my expectations (e.g., mutual respect, attendance, punctuality, accountability).</li> <li>I provide the instructions (e.g., School Board/Centre rules, dress code, health and safety rules).</li> </ul>	<p><b>3</b></p> <ul style="list-style-type: none"> <li>I have the students carry out different activities:           <ul style="list-style-type: none"> <li>Find the error</li> <li>Talk</li> <li>Demonstration</li> <li>Group discussion</li> <li>Peer-to-peer teaching</li> <li>Exposé</li> <li>Role-playing</li> <li>Mini search</li> <li>Presentation</li> <li>Rally</li> <li>Field visit</li> </ul> </li> </ul>	<p><b>4</b></p> <ul style="list-style-type: none"> <li>I summarize the course by going over the procedure written on the board.</li> <li>I give feedback on the course, for example:           <ul style="list-style-type: none"> <li>By asking students, "What did you learn today?"</li> <li>By asking a student to come and write a newly learned item on the board.</li> </ul> </li> <li>I announce the topic of the next course in order to stimulate the students' interest and, depending on the case, I specify the specific needs (e.g., equipment, readings, work).</li> <li>I announce the end-of-course routines (e.g., tidying up, cleaning, closing devices).</li> <li>I take the time to greet the students.</li> </ul>	<p><b>5</b></p> <ul style="list-style-type: none"> <li>I note my observations on the functioning of my course (e.g., student participation, postponement, addition and removal of content, adjustment of the length of activities).</li> </ul>