

INFECTIOUS DISEASE OPERATIONS

Instructor Guide



LIUNA

TRAINING & EDUCATION
FUND

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To the Instructor

Introduction

This Instructor Guide is designed using the best practices of adult education to help you organize and deliver interactive training. This design was developed with the input of Laborer Instructors across North America and adult educational experts.

This guide is intended for use with the appropriate Participant Guide and handouts to deliver training. The Lesson Plan provides a step-by-step guide on the most appropriate way to deliver this curriculum.

While the logistics of your training location may necessitate slight changes to classroom or hands-on activities, these changes should be kept to a minimum so that the training is delivered as intended.

A Note about Teaching Methods

The teaching methods suggested in the Lesson Plans promote active learning. These methods are designed to work with all types of learners. By following the suggested Lesson Plans, participants will be involved in problem-solving and group activities that build on their existing knowledge and skills and promote learning by doing. The Instructor Guide is designed to help you facilitate this type of learning and teaching.

A Note About English Language Learners

For laborers in the process of learning the English language (English language learners, or ELLs) who are at an intermediate level or above, the active learning strategies suggested in the Lesson Plan will help them to participate successfully in your training. While active learning benefits all adults, ELLs in particular can benefit from these strategies.

Components of the Instructor Guide

Preparing for Delivery and Lesson Overview

Everything you need for the classroom part of this course can be found in the Preparing for Delivery and Lesson Overview sections at the beginning of each chapter. Exercises, videos, A/V equipment – it's all here.

Lesson Plans

Lesson Plan teaching notes present information for you on how to best organize the class. This will include what participants should do and what you should do to help them meet the learning objectives. Additional instructional materials, timelines, and special points of emphasis are also noted.

Handouts, Instructional Tools, and Hands-On Exercises

Instructions for classroom and hands-on exercises are included in the Lesson Plans. If the exercise requires a handout for participants to respond to and/or write on, the exercise is on a handout. Handouts and Instructional Tools are in printable files available at www.liunatraining.org/affiliateservices/instructionalmaterials provided by LIUNA Training. The Lesson Plan identifies each handout, when to distribute it, and how to conduct the exercise. An answer key, if applicable, is also provided with the Lesson Plan. For hands-on exercises, the Lesson Plan also identifies any tools or equipment required.

PowerPoint Slides

If a lesson has an accompanying presentation in PowerPoint format, the Lesson Plan identifies each slide and when to display it. The files for each PowerPoint slide can be found at www.liunatraining.org/affiliateservices/instructionalmaterials.

Components of the Instructor Guide (continued)

Performance Measurement

Most Lesson Plans will have a Performance Measurement Checklist for evaluating and documenting a participant's performance during classroom or hands-on activities. Your copies of the Performance Measurement Checklists are provided in the Lesson Plans. Printable files to distribute to participants are provided at www.liunatraining.org/affiliateservices/instructionalmaterials.

Glossary and Resources

A Glossary of frequently used terms and abbreviations is available for participants. This includes all terms that are defined in the sidebars of the Participant Guide. A Resources list with links to organizations and articles that participants may find useful for further research on the topic is also available. Instructors should photocopy the Glossary and Resources and distribute them to participants. These documents are available at www.liunatraining.org/affiliateservices/instructionalmaterials.

Video Presentations

All video presentations are included on the LIUNA Training Videos Series application, available from LIUNA Training.

Exams

Details regarding written exams to evaluate participant's knowledge including description, time range, and minimum passing scores is provided following the appropriate chapter and/or course. Printable files of exams to distribute to participants are provided at www.liunatraining.org/affiliateservices/instructionalmaterials.

