

# Course Development Guidance

Prior to creating an OLLI course, you will have submitted a proposal requiring you to have considered the description of your course, your bio relative to the subject, number of students needed for you to have a satisfactory class, and meeting location (in person, Zoom, combo-class, off-site).

1. Organize your presentation
2. Make a list of the major topics to be presented
3. Determine how to order information
  - By importance
  - By time (or date)
  - Logically
4. Outline:
  - Create a high-level outline of the topics to be covered
  - Add details to the high-level topics
5. Create the following components:
  - Brief course introduction
  - Goals of the course
  - Class guidelines (are there any rules specific to THIS class e.g., if this is a field trip, an outdoor meeting, a night sky viewing)
  - Logical sequencing of class content
  - Plan participation (e.g., raise hands or shout-out questions, breaks every hour, lecture format, show and tell, etc.)
  - Expectations of both Facilitator and Students (think about what you expect from yourself as a Facilitator, and what you expect from your students)
6. Identify unique topics for each session and flesh out topics, session by session (Session Plan)
  - If you are using PowerPoint, you might consider having one that is detailed for your use and/or for handouts, and one that is more image-driven with short sentences (keep details in the bottom Notes section of the PowerPoint)
  - Do not read your PowerPoint – one strategy is to have printed notes for yourself
7. Identify any handouts or “show and tells” for each topic by session
8. Estimate time to spend on each topic within a session
  - Be sure to include an appropriate time for Q&A throughout each session
9. Practice your presentation, revise it, practice it again (video yourself for better determination)
10. Ask OLLI colleagues or friends to provide feedback
  - First-time Facilitators should consult on this process with their Mentor
11. HAVE FUN!!!