1. **Managing the learning environment**

Arrangement of seating

Materials set out ready (including resources on walls?) – clear platform

Comfortable for delegates (seating, water, sweets,

Multi-media

Noise levels/distractions

Time management

1. **Materials**

Flip charts

Pencils, markers, sticky notes, eraser/duster

Printed resources

Copies of presentation notes (power point slides?)

Resources for activities (dice, cards, counters, digit cards etc.)

*Registration sheet*

Evaluation sheet

Furniture layout (enough chairs/desks etc.)

1. **Delivery**

Clear

Audible

Confident

Energy

Approachable/friendly

Encouraging

Time management

Preparedness

Accommodating (learning strategies)

Movement – gestures and whole body

Appropriate dress and address

1. **Use of learning strategies**

Interactive activities

Constructivism (judge starting point)

Differentiation of instructions/physical resources

Inclusion of ice breakers?

Effective questioning (teachers question answers rather than answering questions?)

Managing questions and answers for inclusion

Probing/open/closed questions

Feedback and feedforward

1. **Motivation of participants**

(Emotional) interest

Appreciating/thanking people for their contributions

Paying attention to your audience (listening, ignoring, managing)

Acknowledging contributions whilst maintaining pace

Sharing intentions/objectives (scene setting)

Ice breakers

Group/paired activities

Relevance of information/content

Physical comfort (bathroom breaks, refreshments etc.)

Change of venue/seating/group