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ATTACHMENT B

Recommended Content of an Instructor Training Program

1. To insure a sound procedure in the formulation of courses of study, the consistent development of lesson plans, the maximum use of appropriate instructional techniques and the full utilization of the training support facilities of the agency, an instructor training program should be established in TR(C).

2. The addition of this phase of training to the overall program would accomplish the following:

a. All instructors will be better familiarized with present educational techniques which are applicable to their training situations.

b. All instructors would be better prepared to meet their responsibilities for the developing of lesson plans, planning training aids, and following established and approved educatinal procedures. by whom? RBS

c. All instructors would be made aware that presentation of subject matter is just as important as knowledge of subject. ?

d. The combined effort will reveal areas of instructional duplication. Recommendations on the duplication can then be sent to the responsible echelon for modification.

e. The instructor should be made aware of the need for a coordinated effort in attaining the maximum efficiency from the individual courses of study.

3. The instructor training program should include:

a. Principles of learning

b. Principles of good teaching

c. Preparation of courses of study

d. Stimulation of student desire to learn

e. Techniques of subject matter presentation

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f. Discussion techniques in teaching

g. The problem - solving approach to teaching

h. Teaching with the aid of instruction sheets

i. Training aids

j. Directed study and assignments

k. The measurement of student ability and the evaluation of his learning through the classroom or other training situations

l. Instructor prepared tests

m. Rating scales and grading systems for classroom use

n. Lesson planning

o. Classroom management

p. The instructors responsibility for the administration, supervision, and the development of instruction

q. Preparation and use of bibliographies

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