# 4-H Tech Changemakers Project: Teaching Tips

1. **Be prepared!** Read over your lesson, gather any materials, and practice. Planning ahead and being prepared are the first steps to being a good instructor.

2. **Check out your teaching space!** Does it have internet access? Will you be able to have a large projector and screen? Can you play videos with sound? Do you need to bring flip charts and markers? Your educational setting is important, so be sure to tour the space beforehand if you are unfamiliar with the location.

3. **Set the scene!** Are the participants going to need a Wi-Fi password? Will they be visiting a website and need the URL? Consider writing the information on flip charts or have the information electronically displayed on a screen. Some participants may have sight limitations, so you could also create handouts for the tables.

4. **Have a back-up plan!** Sometimes things are out of our control. What happens if the internet isn't working? What if the weather is bad? What if more people show up than you expected? Having a plan for unexpected things is always important. Remember that safety should always be your first priority. Always be calm and try to work together as a team to tackle these challenges.

5. **Remember your audience!** Every person is different; we all have certain skills and abilities that make us unique. However, sometimes people may have abilities that can be limiting – poor dexterity, sight, hearing, etc. Remember to adapt your teaching styles based on your audience.

6. **You don't have to be an expert!** Sometimes you may get a question, but you don't know the answer. It's okay to not know; nobody is an expert in every topic. Don't be afraid to tell a participant that you don't know the answer, but you can try to find out the answer together. It's important to never provide inaccurate information, especially when it comes to privacy and security with technology.

7. **Uh-oh!** When you are dealing with the internet, sometimes inappropriate content can pop up unexpectedly. Even though it's an accident, you need to have a plan in place. Explain to your participants that some internet content can be inappropriate, and it's best to close or leave the site immediately.

8. **Smile and have fun!** Your participants are attending your workshop because they want to learn about technology. Be sure to make the experience fun – for both you and your audience!