**COURSE RECOMMENDATIONS**

* PREPARE CLASSROOM OR TRAINING SITE TO ENSURE IT IS FREE OF DISTRACTIONS. FOR EXAMPLE, TURN OFF INTERCOM REMOVE OR DISCONNECT OFFICE MACHINES.
* LIMIT ACCESS/MOVEMENT IN AND NEAR TRAINING SESSIONS.
* INCLUDE MORE VIDEOS AND/OR INTER-ACTIVE TRAINING.
* ENSURE STUDENT HANDOUTS AND TRAINING SUPPLEMENTS ARE PROVIDED AND DISTRIBUTED IN A TIMELY MANNER, PRIOR TO INSTRUCTORS PRESENTATION.
* INSTRUCTORS SHOULD TAKE CHARGE AND CONTROL CLASS CHATTER ESPECIALLY WHEN OTHER SPEAKERS HAVE THE FLOOR.
* DO NOT RUSH PRESENTATIONS USE CLEAR, CONCISE AND NON-OFFENSIVE LANGUAGE.
* USE JARGON THAT IS UNDERSTOOD BY ALL.
* AVOID READING SLIDE INFORMATION THAT IS ALREADY AVAILABLE OR PROJECTED ON SCREEN.
* WHILE TRAINING IS GOING ON, REQUEST OBSERVERS, STAFF, AND VISITORS TO LIMIT THEIR MOVEMENT AND CONVERSATIONS IN ORDER TO MINIMIZE DISTRACTIONS.
* TO ESTABLISH MORE CREDIBILITY, HAVE SOMEONE WELCOME/ANNOUNCE EACH INSTRUCTOR IMMEDIATELY PRIOR TO THEIR FIRST PRESENTATION.
* ENSURE STUDENTS NAMES ARE CORRECTLY SPELLED AND PRONOUNCED WHENEVER POSSIBLE.
* INCLUDE A LOCAL OFFICIAL OR SUPERVISOR WITHIN THE STUDENTS CHAIN OF COMMAND TO PARTICIPATE IN THE GRADUATION CEREMONY.
* HAVE A DRESS CODE FOR STUDENTS & INSTRUCTORS.