



# TOP 10

## Things You Should Know about Being a Facilitator

1. No topic is off limits for a class! We try to curate our Course Catalog to appeal to a wide array of interests.
2. Facilitators receive one-on-one training with a member of the Academy's staff when they first sign-up, and in-person assistance with their first class.
3. Facilitators are able to use various presentation techniques including PowerPoint presentations, videos and photos.
4. There are opportunities to teach a one-time class or a series class.
5. Classes are offered Monday-Friday with an emphasis on the hours between 10:00am-3:00pm.
6. Classes usually last one hour. We recommend 30 minutes of content and 30 minutes of discussion.
7. Becoming a Virtual Senior Academy facilitator is a great chance to volunteer in the community! (Note: This is an unpaid position)
8. Returning Facilitators can have their organization's logo listed on the Virtual Senior Academy website. Facilitators may also use the Virtual Senior Academy logo in your own marketing.
9. Many of our facilitators are actively involved in the community and teach classes as a supplement to their own work/outreach efforts.
10. Teaching is rewarding and fun! Our facilitators report high satisfaction in teaching local seniors.

**To become a facilitator, simply email us at:  
facilitator@virtualsenioracademy.org**

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## Helpful Hints for Facilitators

1. Have fun! Be relaxed. Virtual Senior Academy classes are live so feel free to bring your individual personality to the presentation.
2. 30 minutes before your class starts, sit down and relax in front of your laptop or computer.
3. Make sure you have all the reference material that you need for the class, and be sure to bring along your tea or coffee to enjoy during class!
4. Remember to log into your **zoom account** from your desktop (blue circle icon).
5. Log into Virtual Senior Academy and, click on the Start Class button. It is available up to 20 minutes before the scheduled start time.
6. When the class starts, make sure that your sound and video are working and that the background behind you looks good for your participants ( a plain wall behind you is best)
7. This is a good time to practice the “share screen” option so you know that your PowerPoint or videos are ready to go.
8. Remember to alert your participants when you use the “Mute All” option to limit background noise. Otherwise they may not realize you cannot hear them!
9. Welcome everyone to your class and go over your plan, pointing out when they can ask questions. If you have the time, ask each person to introduce themselves and find out what they hope to learn from class.
10. Now it’s time to present! Have a great class!

**Need help? Email us at: [facilitator@virtualsenioracademy.org](mailto:facilitator@virtualsenioracademy.org)**