

Preparing for a Class

1. Advertising/Marketing

Flyers, free lectures, ads in papers, articles in local magazines, emails, and website. Network with local holistic groups, health food stores, churches, community centers, oasis groups, community groups (like Toastmasters, business groups, the Y), chiropractic schools and chiropractors. Mailing lists from state massage board, nursing board or holistic nurses associations, acupuncturists, personal fitness trainers, aerobic instructors, etc.

2. Decide on a Venue/location for the class

- A. What size room is needed, is it handicap accessible?
- B. What equipment is available, what other supplies are needed?
- C. Location - Is the location accessible and easy to find, can it be reached by public transportation?
- D. Is there safe parking?
- E. Is it a place that does not have negative connotations for intended students (e.g., some places are associated with poor service or indigent care, which may make some students uncomfortable)?
- F. Is the room adequate in terms of size, comfort, number of bathrooms depending on size of group, cleanliness.
- G. Is the cost reasonable?

3. Be in contact with potential students.

A. Let those that want to register know how to register, be clear on non refundable deposit policy (that should be in writing). Make sure that you get the non refundable deposit in advance. (If you don't get a deposit, then don't expect the students will show up.) Also have in writing what the cancellation policy is, and whether check, cash or credit cards are accepted.

B. Be sure to get the student's full name, address, home/work and cell numbers, and email.

C. Let the students know when they should arrive, what attire to wear, what will happen for lunches, and the starting and ending time of the class. Make sure they have clear directions to the workshop site in advance.

D. Suggest that they order the TFH Complete Edition in advance and read the introduction.

4. **Order materials/ books to be used for class in advance.** You will need to contact the TFH office preferably 2 weeks before your class to order the manuals. The cost of the book is \$28 for each level.

5. **Be prepared for class.** Have all your materials needed for class before class starts. See **section 5, page 21 in your ITW manual** for a full checklist of items.

6. Bookkeeping.

A. Have a system of where you keep your deposits. If you make deposits be by check rather than charge card and the class is cancelled you won't have to refund money. Deposit the pre-registration deposits in the bank after you know that there are enough to make the class happen or you may risk having to refund money later if the class doesn't happen.

B. Also have a system of keeping all your receipts for items purchased relating to your classes so you can deduct it on your taxes. Anything that you spend towards the class - venue cost, flyers, ads, materials, phone calls, even food for snacks, can be deducted. If you do not have an office but work out of your home, your home office space and/or teaching space can be deducted off your home expenses each year (size of your space in relation to house- that percentage of utilities, monthly phone expense, mortgage, etc.).

C. Have a system for collecting inquiries for classes. Either put it on a database or keep a hard copy somewhere like a specific notebook, or clipboard that is only for potential students. Put when they called (month and year) so you can refer back to it later.

7. Teaching the class.

A. Arrive early to set up. Make sure that you have made clear arrangements to pick up the key or meet someone if it is at a location other than your house or office space.

B. Arrange the chairs to how you and the students will feel comfortable. Theater style will not be as conducive to learning as a semi circular. Make sure that the chairs are comfortable, if not, let students know in advance that they can choose to bring their own if they want. Or you can bring extra chairs or pillow seats for them.

C. Have snacks set up and good quality water, or let the students know in advance to bring their own water.

D. Make sure the temperature is comfortable and that you can adjust it if necessary.

E. Have your roster, something to keep money from registration in (an envelope will do), name tags, etc. ready for registering the students when they get there.

F. Have your teaching plan/ outline with you.

G. Start class as close to on time as possible. When you start will set the pace for the rest of the days of classes. If you start late, then don't be surprised if your students the next day come late. If you are punctual it will set the tone for future days.

H. Let your class know what to expect with class overview, starting and stopping times of practices and breaks. It is especially important before letting them practice a technique or balance to give them a time limit so they know when you will be calling them back to the group.

I. Use circles as ways to involve all students, answer questions, get feedback and build group cohesiveness.

J. Remember to stay positive and encourage and love your students.

8. Follow up

A. After you have taught the class before the students leave be sure to tell them when the next level will be and the benefits and features of what they will get in the next level. The reality is that those students who go on will get the most benefit. They not only will learn more but will become more solid and confident with what they have already learned in TFH 1. If you are teaching TFH 1, let them know that in TFH 2 they will learn three self balancing techniques as well as some short cuts to the TFH 1 skills. They will also learn about the Chinese Five Elements system and a more efficient way of balancing using the Five Elements Theory.

B. Consider having a practice night in between where students can come practice or bring a friend or relative for them or another classmate to balance with supervision. If they can't make it, let them know that they can email or call you if they have questions from their balances.

C. Consider giving the students a discount if they choose to register for the next level at the end of the class. That is that they pay their non-refundable deposit before leaving.

D. Remember to invite them to sign up as a basic member in the TFH Association. That is only \$25 for the year. (The Association gifts new students for a six month membership anyway. If they sign up for \$25 then they have a 15 month membership).

E. If you don't hear from them two weeks out from the next class, drop them an email or call and see if they are planning to come as you need to order the books soon.

F. If the student doesn't or can't make the next class, check in with them and see if they want to be kept on the mailing list for upcoming classes. Let them know as soon as you set your next class dates for the next time you teach TFH 2. Keep that information in a location that you'll have the next time you teach.

G. Remember to send in your roster to the TFH Association office within ten days of completing the class. If any of your students needs a Continuing Education certificate, you will need to send in an additional \$5.00 The CE certificate is emailed to your students from the office so be sure to get students' emails.

Encourage your students do 5 practices per level outside of class and fill in the case study/ practice form at the back of Book 1. Also let them know about the purple **TFH Workbook** as a review and in case they wish to go on to take the TFH Proficiency class and certification (which enables them to go on to the Advanced Training Workshop).

You can go on the TFHK Association website: www.touchforhealth.us and log on to the Members only section (once you pay your membership you'll be given the username and password). You can post your upcoming classes and register your students online. You will also post your classes and rosters through www.ikc-info.org and download your certificates through that site. Directions and to purchase the certificates are on the www.ikcfaculty.us site. Also find resources for your class on the [ikcfaculty.us](http://www.ikcfaculty.us) site under Resources.

Arlene Green