

## Instructor Tool Kit

(F2F, VI) **Course instructional materials** - *Prepare/review 2-4 weeks prior to class starting and double check you have items 1-2 days before class starts:*

- Instructor Guide
- PowerPoint slides (print/online)
- Textbooks or sample reference materials
- Video links (scheduled and extras)
- USB drive (with content and extra space to transfer files)

**Instructor-prepared items** - *Prepare/review 2-4 weeks prior to class starting:*

- Lesson Plans
- Social Media (LinkedIn) Profile and Biography (if required)
- Effective Training Lesson Preparation
- Key Presentation Delivery Skills
- Personal Development Plan
- Standardized ASCM instructor evaluation form or link to the online version

**Course-specific information** - *Prepare/review 1-2 weeks prior to class starting:*

- Syllabus (or Welcome Letter for some courses)
- Learner contact info (if class is canceled or delayed)
- Contact information at course location (for maintenance or other issues)
- (F2F) Handouts (master copy) and Handouts for class (posted links)
- (VI) Handouts (posted links) and Handouts for class (posted links)
- ASCM Dictionary access and/or App (if applicable)
- Exam Content Manual access (if applicable)

<b>Equipment *- Test items 1-2 days before class starts)</b>	
<b>Classroom Equipment (F2F)</b> <ul style="list-style-type: none"> <li>● Laptop with Internet access</li> <li>● USB cable</li> <li>● USB Type-C adapter</li> <li>● HDMI cable or cable converters</li> <li>● Remote mouse or clicker</li> <li>● Speakers for laptop</li> <li>● Spare batteries (for equipment)</li> <li>● Clock or timer (can be online)</li> <li>● Power strip and/or Extension cord</li> </ul>	<b>Virtual Equipment (VI)</b> <ul style="list-style-type: none"> <li>● Quiet, distraction-free workspace</li> <li>● Laptop/PC (and a backup for the laptop or PC, or a tablet)</li> <li>● Internet access (and a backup ethernet cable or hotspot)</li> <li>● Monitors (two or more - can be a monitor/tablet, etc)</li> <li>● Appropriate lighting</li> <li>● Microphone (best: cardioid condenser microphone)</li> <li>● Web camera (best: full HD)</li> <li>● Online countdown timer</li> </ul>

