

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)

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

