

NAC INSTRUCTOR TRAINING PROCESS

- The Candidate will meet with the Master Trainer 5-8 hours during the week of the NAC training.
- The Candidate will be interviewed by the Master Trainer and the results will be shared with NCCA.
- The Candidate will teach a portion of the NAC curriculum during the week and be rated by the Master Trainer.
- The Candidate will successfully complete a full NAC class and the Master Trainer will submit a report of their performance to NCCA.

The Master Instructor that has been assigned to you will help you throughout this process. Master Instructors are carefully chosen due to their extensive knowledge and experience with the course material. Master Instructors have taught the NAC course many times. By drawing from their knowledge, you will learn techniques that will help ensure the success of your NAC classes.

Helpful Hints:

- *Dress professionally and be well groomed. You want to promote professionalism throughout the course.
- *Encourage everyone to speak. Do not allow one person to monopolize the conversation. Move around the room and speak to everyone.
- *Be certain to make eye contact with each person in the room so that they will feel that they are a part of a group. Ask a quiet member to help you with a demonstration or to help pass out materials, this often helps to make them feel more involved.
- *Remember to be objective and open-minded. Do not express specific support or displeasure with organizations, products, and services.
- *Be sure to project kindness. Never belittle anyone's comment even if you disagree with him or her.
- *Recognize that language barriers may exist between you and some of your participants. Be willing to find ways around these barriers.
- *Some participants may have disabilities. Be flexible and available to help accommodate them.
- *Test taking is very difficult for many people. Be sensitive to this problem and attempt to create a friendly and comfortable atmosphere. In some cases, instructors may have to make other accommodations for test taking.
- *Always be prompt. It is important that the participants see that you take the course very seriously.