

MaxKnowledge Course For The Preparation of Barber Instructors

ED101 - Effective Teaching Strategies for Career College Instructors

This introductory course covers the essential roles of a teacher and the competencies required to be a successful instructor in the career college setting. Proven techniques and strategies for planning and preparation are presented and discussed. In addition, the course offers effective methods for conducting the first class meeting and delivering course content. This course provides a solid foundation for new instructors and serves as an excellent refresher for more experienced instructors.

ED102 - Student Retention Methods for Career College Instructors

The instructor is the real key to student retention at career colleges. Instructors must keep focused on student motivation and retention each and every day of class. Developing strategies for retaining students throughout the entire training sequence is both complex and rewarding. All instructors should have the goal of seeing all of their students successfully complete their class. This course helps you reach that goal by helping you to understand your students and use proven motivation and retention techniques to keep them enrolled and engaged in the learning process.

ED103 - Student Learning & Assessment in Career Education

Career educators work with students who want to learn specific skills that will lead to fulfilling careers. As career college instructors it is our job to help each student to achieve this goal. Just as you may have a particular style of teaching that you prefer, your students have preferred ways of learning. This course will help you to identify the different learning styles of your students so that you can adjust your instruction to better accommodate them. Good teachers also regularly monitor the effectiveness of their instruction by assessing their students' learning. This course will examine several aspects of assessment including how to create good tests, how to ask effective questions and how to get your students to actively participate in their learning by asking questions themselves.

ED104 - Class Management Strategies for Career College Instructors

This course provides methods and techniques for managing students and class activities. We start by reviewing the steps instructors need to follow as they introduce a class to new students. We then discuss strategies to effectively deal with unfocused and challenging students. The course ends by describing common mistakes made by instructors and ways to avoid them.

ED105 - Instructional Planning for Student Success

This course shows instructors how to develop a comprehensive approach to effective and efficient instruction. From preparation for the classroom to selection of instructional delivery methods, the course provides effective ways of planning instruction to help instructors keep the content focused and the students engaged. We also cover the steps to set up a complete evaluation system that will work in all settings.

ED106 - Enhancing Student Learning

This course provides methodologies and examples to help instructors increase content retention and application by students in need of support. The course starts by covering the skills needed by instructors to be clear communicators. We then discuss ways instructors can become effective in monitoring students and using student groups as learning tools. The course concludes by covering techniques and strategies to instruct diverse learners, including learners with disabilities.

ED107 - Creating an Accelerated Learning Environment

Retention is an issue, and a critical factor influencing a student's decision to stay or go is what happens in the classroom. The classroom environment may be hurting your students' view of the quality of your programs. In this course, you will learn tips and techniques to deal with environmental influences such as your role as the instructor, the classroom, the interactive activities, the support materials, and the sequence of instruction as well as other subtle influences. You will learn to view the environment from the student's view to increase your teaching effectiveness and student retention.

ED108 - Learning Theory and Practice

This course covers the different ways individuals learn and apply new knowledge. We start by covering the steps the brain goes through as it processes new information, and how knowledge is stored and retrieved. We then discuss how intelligence is measured and how learners process information through the use of multiple intelligences. Moving from theory to practice, the course shows instructors how to use the learning needs of students to increase knowledge acquisition and retention. The course includes a number of easy to implement strategies to help students retain and use new content.

ED110 - Time & Stress Management for Career College Instructors

Outstanding teachers serve their students by guiding them through their coursework and motivating them to complete program requirements. Career college instructors are often faced with high stress resulting from heavy teaching loads and limited time. When teachers cannot manage their own time and stress, they cannot fully serve the needs of their students. This course will show career college instructors how to manage time and stress in their lives and teach some of these skills to their students.

RT101 - Improving Retention through Timely Intervention

How many times have we said “if we’d only known” as a student walks out the door? No one starts classes planning to fail, but unfortunately problems do arise that present barriers to success. Students are good at identifying these problems blocking their path to success, but they frequently don’t have adequate problem solving and communication skills needed to overcome these problems. This course looks at the effect of stress on attrition, the use of tools to identify and help students at risk, and how to develop an institutional culture that shares responsibility for student success across the entire organization.

Note: ML 103 was divided up into more specific skill areas within these courses. As can be seen by the course titles they are targeted in the area of effective communication which is essential for instructors.

ML117 - Presentation Skills

This course provides sound advice on preparing and delivering presentations that command attention, persuade, and inspire. It includes rehearsal techniques as well as tips for creating and using more effective visuals. The course also addresses the importance of understanding your objectives and your audience to create a presentation with impact.

ML118 - Coaching Skills

In this course, you will learn how to strengthen your coaching skills by using a four-step process to facilitate the professional growth of the employees you coach.

ML119 - Persuasion Skills

To do their job - accomplishing work through others - managers must develop and use persuasion skills rather than simply issue orders. Formal authority no longer gets managers as far as it used to. This course will help you master the art and science behind successful persuasion so you can begin changing others' attitudes, beliefs, or behavior to create win-win solutions.

ML121 - Negotiation Skills

This course provides a practical guide to becoming an effective negotiator. The course includes steps to guide you through the negotiation process assessing your interests as well as those of the other party, developing opportunities that create value, avoiding common barriers to agreement, and implementing strategies to make the negotiation process run smoothly.

ML139 - Customer Focus

This course will show you how to target the right customers and build their long-term loyalty by developing systems for learning about, - and responding to, their needs.

ML142 - Budgeting Essentials

In this course, you will learn about the budget process, different types of budgets, and common budgeting problems so you can allocate resources wisely to meet your goals.

ML143 - Creating A Business Case

This course will show you how to create an effective business case, from defining the opportunity and analyzing alternatives to presenting your final recommendations.

ML144 - Creating A Business Plan

This course will take you step by step through the process of preparing an effective plan for a business proposal. The steps you will learn are applicable to launching a new internal product as well as seeking funding for a new start-up business.

The above courses approved by the Board of Barber Examiners meets the educational statutory requirements for barber instructors.

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