

Giving Instructions

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1. Listed below are the elements of an effective set of instructions:

- A. Tell participants that you will be giving them detailed instructions.
- B. Ask them to wait to begin until you are finished.
- C. Give an overview of the task/activity: purpose; how it relates to other information; what they will get out of participating; etc.
- D. Cover the following details: (put these in writing either on newsprint or on a handout)
 - specific task to be accomplished
 - materials needed (have ready to hand out quickly or have them already set-up at work sites)
 - time line
 - locations for groups/individuals
 - how they will be divided into groups
 - what they will need to do after the end of the task
 - group leader (if needed)
 - give an example, if needed
 - expectations for level of participation
- E. Ask for any questions
- F. Divide into groups and direct to work areas

2. Methods for getting participants into different groupings:

- A. find someone with the same:
 - 1. height
 - 2. home state / town

3. color of clothing on (socks, shirt, underwear, etc.)
4. number of rings on
5. size right thumb
6. color of car
7. number of siblings/birth order
8. number of children
9. stress releasing strategy
10. kind of belly button: an "inny or an outy"

B. find someone with different

1. size shoe
2. hopping foot
3. color on
4. occupation
5. favorite vacation spot
6. hobbies

3. Helpful hints

- A. Write out all details of instructions and highlight key words: use notes in workshop
- B. Practice giving instructions AND doing the activity before you present
- C. Have someone who doesn't know about the activity read / listen to instructions

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