

TeleClass Leading: 100 Skills and Steps Of Designing and Leading TeleClasses

These tips were pulled from the Certified TeleClass Leader Course, available from TeleClass.com. _____ **Your Score**

1. Own the TeleClass

- Teach only what you enjoy teaching
- Don't be wimpy or too soft.
- Project your voice to reach people
- Teach to one person at a time
- Make individuals feel special
- Come to the class eager to learn
- Bond with strongest 3 people
- Challenge students to think big
- Plant many seeds; don't reap yet
- Tailor class to students' needs

_____ **Section score**

2. Design the TeleClass

- Why are you leading this TeleClass?
- How many sessions should it be?
- How do you want them to change?
- What do you want them to learn?
- What 3 distinctions are important?
- What 3 questions should I ask?
- What is compelling about this class?
- What long-term effect do I want for students?
- What else do I want to offer them?
- What should they do after the class?

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3. Prepare for the TeleClass

- Write up your class outline
- Ask 5 smart people for suggestions
- Set a date for your TeleClass
- Arrange for a telebridge
- Write up a class description/title
- Announce/promote/fill TeleClass
- Invite 5 key, well-connected people
- Spend 10 minutes with each registrant, finding out what they most want out of the class
- Run a beta/test class first
- Write up Class Notes and share

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4. Basic Leading Skills

- Weave in earlier student comments
- Strongly endorse what students say
- Ask for clarification re: a share
- Ask for more information re: a share
- Provide interesting facts
- Focus on strongest students

- Include/call-on quiet students
- Ask big/provoking questions
- Make people smart/special
- Debrief at the end of the call.

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5. Intermediate Skills

- Use Coaching Models/diagrams
- Believe in the student's intelligence
- Provoke reactions to foster discussion
- Challenge students to be honest
- Solve problems for students
- Help students to network with each other outside of class
- Offer extras for students after class
- Go with the flow/needs of the students
- Create wisdom from student's shares
- Create credibility by asking for topic-based testimonials

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6. Advanced Skills

- Frame the call at the beginning
- Identify/build up the class's stars
- Tell a humanizing story about you
- Point to developmental path
- Label/language what is occurring
- Identify a shift one might make
- Get students laughing at themselves, life, you, their goals, their problems and each other
- Help students to share themselves
- Tell them how they might mishear

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7. Making Your Point

- Use metaphors/similes/analogies
- Paint a picture /visual image
- Package points into messages
- Uplanguage what a student says
- Demonstrate (roleplay) a point/ skill
- Create context/relevance
- Point out benefits of your point
- Draw distinctions /progressions
- Plant seeds that will sprout later"

- Create a gap/play 'what if?'

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8. Handling Difficult Students

- Interrupt the Space Pig
- Bring out the Mouse
- Quiet down the Boomer
- Notch down the Impressor
- Uplanguage the Digger
- Explain for the Clarifier
- Cut off the Resident Coach
- Refocus the Naysayer
- Challenge the Hallmark Card
- Evolve the Linear

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9. Mistakes to Avoid

- Don't lecture continuously
- Don't assume you communicate well
- Don't assume class will fill by itself
- Don't lose control of the class
- Don't worry if students like you
- Don't stop learning from students
- Don't become a walking cliché
- Don't teach what you don't believe in
- Don't teach alone
- Don't get your emotional needs met by leading TeleClasses

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10. Communication Skills

- Tone is warm enough to charm across 3000 miles
- Pace is fast enough to keep people's attention
- Volume is loud enough to reach people
- Pitch is deep enough
- Vocabulary is extensive enough to recognize what students are saying
- Hearing is sharp enough to hear subtleties
- Students feel heard vs reacted to
- Delivery is strong and confident without being loud
- Transition/segue from one point to another is smooth
- Leader is positive in everything he/she says

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