

MINIMIZE NERVOUSNESS AND ANXIETY CHECKLIST

DESCRIPTION

The Minimize Nervousness and Anxiety Checklist includes a set of 20 tips and techniques for minimizing the nervousness and anxiety that all instructors feel to some degree before teaching a course.

HOW CAN YOU USE IT?

- To identify the techniques that you need to employ in order to minimize your nervousness.
- To validate the techniques that you are currently applying with success.
- As a quick reminder before you teach a course.

TIP

Keep the focus on the learners more than on yourself. During your opening look for friendly faces.



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TIPS AND TECHNIQUES

1. Obtain information about the group beforehand.
2. Set up the classroom and materials the night before the course (if possible).
3. Arrange the room carefully and keep an orderly room.
4. Check everything and check it again!
5. Rehearse your session carefully, especially the first 5 minutes.
6. Visualize yourself in front of a group and visualize a scene of outstanding performance.
7. Recall successful sessions and replay them mentally.
8. Get a good night's sleep.
9. Eat breakfast (but only a light one).
10. Dress well.
11. Arrive early to double check everything and still have time to relax before people arrive.
12. Greet people when they arrive. Introduce yourself, shake hands, and be friendly.
13. Learn people's names quickly.
14. Get learners talking early rather than speaking too much yourself in the first few minutes.
15. Use icebreakers.
16. Build fun into the session to ensure that both you and the learners have a good time.
17. Remind yourself that you are the most "expert" person in the room.
18. Don't take yourself too seriously.
19. Project confidence and enthusiasm.
20. If tension strikes during a session:
 - Tense all your muscles for a count of three, then relax. Repeat this three or four times.
 - Try deep breathing:
 - Breathe in deeply for a count of three.
 - Hold your breath for a count of twelve.
 - Breathe out for a count of six.
 - Repeat this three times.

