



HELLO!

Whoa, you're teaching a class!
No worries, you're going to have fun.

Think of your class as a conversation with
your friends — and a few of their friends
— about something that gets you excited.

Everyone walks away with new knowledge
and new friends!

**IF YOU'RE NOT
SURE WHAT
YOU WANT TO
TEACH...**

ASK YOURSELF

- 1.** Is there anything that you find yourself explaining to people over and over again?
- 2.** Have any of your friends asked you to show them how to do a specific task or skill?
- 3.** What gets you going? What are you truly passionate about?

GETTING STARTED

WHAT TYPE OF CLASS SHOULD I TEACH?

DETERMINE YOUR CLASS TYPE

SUBJECT MATTER + EXPERIENCE + STYLE = CLASS TYPE

SUBJECT MATTER

Different subject matters require different teaching styles.

Take a minute to think about your subject matter and what the most fun and effective way to learn it might be. Is it more fun to tell someone about it (lecture), to show someone how to do it (demo), or to have people try it themselves (hands-on)?

EXPERIENCE

If you've never taught before we recommend starting off with something a little smaller such as a demo for 5 or 6 people. It's easy to demo something you like doing, all you have to do is explain what you're doing while you're doing it! Teaching just got a whole lot easier.

CLASS TYPE

Think about all of the above factors, let them marinate for a minute, and they will help you choose a class type. On the next page you'll find a few examples of possible class types.

STYLE

Your own personal style also shapes the type of class you might like teaching. If you're a type A person who's super organized and wants to prepare all sorts of material before class, great! If there's a better chance you're going to completely wing it, that's fantastic too, just pick a type of class that reflects your personal style.

START WITH ONE OF THESE, OR MAKE YOUR OWN

A FEW EXAMPLE CLASS TYPES OUR TEACHERS USE

1. LECTURE OR PRESENTATION

A classic class. This type of class is best for teachers who've taught before, and know how to engage a classroom full of students. Think about the space you need to hold a lecture. Do you need a projector? Are you going to use Powerpoint?

Example: [Fundamentals of Design 1](#)

2. ROUND TABLE

You don't have to be an expert to lead a discussion on a topic that you're interested in. Think of your role as the facilitator of a discussion. Keep the conversation moving, ask people to discuss relevant topics, and engage in the conversation. You'll be surprised how easy it is!

Example: [French Conversation](#)

3. DEMO

Simply show people how to do something. As you do it, talk about what you're doing. Know how to make your grandma's apple pie, but never thought about teaching someone, don't worry, just talk about what you're doing while you're baking it, and voila - a demo! If you can, let people in the class try a step or two for themselves.

Example: [Basic Car Care](#)

4. HANDS-ON

Very similar to a demo, except everyone has material to try each step for themselves. In the demo description above, you'd end up with one pie. In a hands-on cooking class each student would make their own pie!

Example: [DIY Journal Making](#)

LET'S GET STARTED

FILLING OUT YOUR CLASS PROFILE

1. TOP 3 TOPICS

It helps to list out the top 3 things you want people to learn in simple bullet points. You can use these 3 topics to frame your class.

2. SKILL LEVEL

What kind of experience should your students have? What are the experience levels you're comfortable teaching? It's usually easier to teach a class where everybody has similar skill levels.

3. SUPPLIES

Need any props, examples, or equipment during class? Make a list and check it a few hours before class to ensure you have everything you need. Need to purchase specific items? Don't forget to factor the cost into your cover charge. People often get a lot from learning hands-on. Consider activities you could use during class that let students try something for themselves.

4. SCHEDULING A TIME

We recommend scheduling your class at least two weeks in advance to give people plenty of time to sign up.

5. CLASS LOCATION

If you're using a public space, take the size of your class into consideration. For an outdoor class, have an indoor option in case of bad weather. For private spaces including your own home, please take proper precautions, as you probably won't know everybody personally. Solo classes at your home are not recommended!

6. CLASS SIZE

We recommend a minimum of 3 students. A 3 to 1 student-teacher ratio is a great number to drive a discussion. If you're doing a cooking demo in your own kitchen, you probably can't have 50 people! Remember, you can always have a second class if demand is high.

7. COVER CHARGE

We like to look at this in three simple ways: First, it's fun to make a few bucks sharing what you know! Second, charging a little ensures people actually show up when they sign up, and that makes it much easier to plan your class. Finally, try thinking about it this way: the class is free, but you're charging for the event. That means you can use all the money to buy snacks or supplies for your class. It's your money, and you earned it, so let us know if you come up with fun ways to spend the cover charge! Most of all, don't sell yourself short — your knowledge is valuable!

PREPARING FOR YOUR CLASS

**MAKING SURE
YOU ARE READY
FOR CLASS**

1. TAKEAWAYS

Consider preparing a list of resources or fun little things for people to take home. Make sure they're ready before class, and if it's going to cost you extra, factor that into the cover charge.

2. LIST OF STUDENTS

Take a look at how many students have signed up and who you should be expecting.

3. CLASS AGENDA

Allocate time for each topic you're going to cover, and leave room for any exercises you might be using. If you expect different skill levels, consider whether you need to split up the class at any point.

4. CHECKLIST

Make a list of all the things you need to do so you won't forget!

5. PLAN B

Say half of the class doesn't show, or your class is outside and it rains. Maybe the venue you picked is closed, or your laptop/projector doesn't work. Got a backup plan?

6. SNACKS

We firmly believe that learning is more fun with snacks, and we think your brain will agree. If you have time, bump up the cover charge by a buck or two and get some snacks for everyone!

7. AFTER PARTY

Class is over but you still want to hang out? Rad. Find a way keep things going! We had a bike maintenance class a few weeks ago that we followed up with a solid group ride. Don't think too hard about it, just suggest doing something that you think makes sense.

IN CLASS

**CREATING
A GREAT
TIME FOR ALL!**

1. INTRODUCTIONS

To kick things off, briefly tell your class who you are and invite them to tell you who they are. It's good to have an idea of why they signed up for your class and what they're hoping to get out of the hour.

2. GET AMPED

A big part of successfully leading a class is helping people discover their passions. Remember that this is about getting people excited... not in a cheer-leading kind of way, but through showing your excitement and passion for the subject. It turns out people get amped when you're amped! Have fun with it, and let people know you love this stuff.

3. LEAVING CONFIDENT

Give people the confidence they need to continue on their own. They might not be able to remember everything you taught them, but they should feel confident enough to continue to explore the subject. Think of the class as a starting point, somewhere for people to begin exploring their new passion. What tools do they need to get started, or to continue on after class?

4. FOLLOW UP

Write down any questions you have and make sure you follow-up. Post any links/books/resources you talked about in class and share with the group.

5. GROW

Want to teach another class? Feel like helping us grow the Hour School community? At the end of your class, ask everyone what other subjects they might want to learn or teach. Write their thoughts down, take a picture of your notes, and send it to hello@hourschool.com! We'll take care of the rest.

YAY!

Thanks for reading through this!

If you have any questions, always check out the FAQ section of [hourschool.com](https://www.hourschool.com) or contact us at hello@hourschool.com.

Happy teachings!