



TEACHER'S HANDBOOK

# 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

# FILLING OUT YOUR CLASS PROFILE

## 1. DETERMINE YOUR CLASS TYPE

**SUBJECT MATTER +  
EXPERIENCE + STYLE  
= CLASS TYPE**

	<u>DESCRIPTION</u>	<u>EXAMPLE</u>
<b>LESSON</b>	I know the subject matter I've taught x before.	Marketing, Typography
<b>ROUND TABLE</b>	I'm not necessarily an expert but I want to lead a group. I'm okay with multiple teachers.	French conversation
<b>HANDS ON/ DEMO</b>	I make x all the time. I have a bunch of extra x. People have asked me how to "show" them how to do x.	Cooking, Bicycle maintenance
	I am an instructor at x studio.	
<b>STUDIO</b>	I do this on the weekend regardless. I'd like to teach a reoccurring class.	Boxing conditioning, Yoga
<b>MAKE YOUR OWN</b>		

## **2. 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.

## **3. 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.

## **4. 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.

## **5. SCHEDULING A TIME**

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

## **6. 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!

## **7. 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.

## **8. 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! Don't forget to factor in the Hour School fee, price of supplies, venue rental fee, and expenses for any other resources you'll need. 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

## 2. 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.

## 3. 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](mailto:hello@hourschool.com)! We'll take care of the rest.