TEACH BACK TIPS & TRICKS

As you are preparing for your teach back interview, keep in mind the following tips and tricks that will help you to be successful.

ADJUST FOR VIRTUAL

- Call on people to avoid people talking over each other
- Consider how you'll teach visual and kinesthetic learners
- Don't rely on body language or facial expressions to communicate

DON'T ASSUME

Don't make assumptions about your learner's prior knowledge, familiarity with the program or policies, or access to programs like ___ or ___.

Double check to make sure everyone can see your screen before moving on.

PRACTICE IN TEAMS

- Sharing your screen
- Giving/taking control of a screenshare
- Muting/unmuting yourself
- Adjusting microphone and speaker settings

REFERENCE THE RUBRIC

Check the rubric in the Teach Back Assignment lesson of the certification course as you prep for your interview to make sure you hit all of the teach back requirements listed.

Think about how you would complete this training in person, then modify for virtual. If you would have your trainee show you on their computer, ask them to share their screen. If you would demonstrate, try sharing your own screen.

Don't be afraid to deviate from your script based on your learner's needs and responses to your questions.