



Instructor Introduction

Directions: To prepare for teaching a class, fill in the blanks to create your own Instructor Introduction:

Hello and welcome.

**My name is Mary Smith and have worked
for the VA for 7 number of years.**

**In order to qualify to teach this course, I have taken
Benefits & Instructor training courses.**

**Also, I have attended Pierce College schools. (If appropriate,
mention the certifications you have earned.)**

**I have taught this class 4 times and really enjoy teaching it
because I share my job related skills."**

After completing this exercise, save it to your ITC Portfolio for future reference. When you save the document, put your name in the beginning of the title so you know it is a document that you created.

At the end of this exercise, you will have an Instructor Introduction that you can use as a job aid when you are introducing yourself to your class.

For Training Purposes Only

