



# TLT Instructor Operations – Outline

1. Understanding TLT Operations
  - A. Workshop Instructors – Video #11 – Workshop Instructors
    - i. TLT Instructor’s Information (TLT Instructors Info Form, pg. 37)
    - ii. College Degree in Ministry or Education (pg. 14)
    - iii. Pathfinder Instructor’s Award (pg.14)
    - iv. Expert in the Field (pg.14)
  - B. Operational Departments – Video #2, TLT Program Sequence
    - i. Six Operational Departments (pgs. 19-21)
    - ii. Special Operations (pg. 22)
    - iii. TLT Program Expectations (pgs. 19-22)
  - C. Required & Optional Tasks (pgs. 16, 19-22) – Video #8, Convention Planning
    - i. Required Tasks – TLT Workshops by Operations handout)
    - ii. Optional Tasks
  - D. Operational Key Words (pg. 16 sidebar)
    - iii. Assist – learning to lead
    - iv. Coordinate – leading together
    - v. Develop – leading leaders
  
2. Teaching Toward TLT Outcomes
  - A. Lab Planning – Video #5, Lab Planning
    - i. Lab Planning Purpose
    - ii. Lab Planning Process (TLT Lab Planning Process handout)
    - iii. Lab Planning Challenge
    - iv. TLT Workshop Instructors & Lab Planning
  - B. Department Evaluation Review – Video #6, Operation Review
    - i. Purposes of Department Evaluations
    - ii. Department Evaluation Planning (TLT Dept Evaluation Preparation handout)
    - iii. Conference Reviewing Staff (Department Evaluation Online handout)
  - C. TLT Expectations and Competencies – Video #4, Mentoring Practices
    - i. TLT Program Expectations
    - ii. TLT Competencies
    - iii. Correlating Expectations & Competencies
    - iv. Developing Additional Expectations



3. Creating Activity-based TLT Workshops
  - A. Source Material for TLT Workshops
    - i. Operational Tasks (pgs. 19-21)
    - ii. Operational Key Words
    - iii. Expectations & TLT Competencies
  - B. Activity-based Teaching
    - i. Interactive Activity-based Instruction
    - ii. One-hour Workshops
    - iii. Using Handouts
    - iv. Developing Worksheets
  - C. TLT Workshop Lesson Plans
    - i. Purpose of TLT Lesson Plans
    - ii. Writing TLT Lesson Plans
    - iii. Six Components of TLT Lesson Plans
  
4. Conf. TLT Records & Academic Credit (see Conference Director Operations, Workshop #4)
  - A. Developing Conference Record-keeping System – Video #12, Conference TLT Council
    - i. TLT Applications & Recommendation Forms (pgs. 23, 24)
    - ii. Conference TLT Member Spreadsheet (Registered TLTs & Mentors Form)
    - iii. TLT Instructor’s Information Forms (pg. 37) – Video #11, Workshop Instructors
  - B. TLT Academic Credit Grade Book (pg. 15 sidebar) include photo
    - i. TLT Workshop Attendance Sheet (pg. 38)
    - ii. TLT Lab Hours Report Form (pg. 39)
    - iii. TLT Personal Record Chart (pg. 40)
  - C. Develop Academic Credit Option (pg. 15) – Video #10, Academic Credit Option
    - i. TLT Records & Conference Education Superintendent (pg. 15)
    - ii. TLT Credit & Union Education Department (pg. 15)
    - iii. Education Department & Credit Application Process (Sample Credit App Form)
    - iv. TLT’s Academic Record Storage
  - D. College Scholarship Requests (pg. 15 sidebar)
    - i. Contacting College Admissions Officers
    - ii. College Recruiters at Training Conventions
    - iii. Contacting Public Schooled and Home Schooled TLTs