



HOMWORK DELIVERY #5 ADMINISTRATIVE OPENING

You should have an administrative guidelines for your opening based on the location. It can be used each time you teach at that location.

EXAMPLE

Welcome, my name is _____. I am excited that you have joined me for this program.

- I would asked that everyone places their phones in silence mode for this program.
- The restrooms are located at _____. We will be taking regular breaks during this program.
- I have water and tea in the back of the room. Please help yourself.
- Make sure that you complete your contact information on the sign in sheet. You may elect yes or no to be on my mailing list. I send out a monthly email with all my events and activities.

What do you want to address in your opening of your classes and programs? You should always be sharing with the group any upcoming events or programs.



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TURNING IN YOUR ASSIGNMENT

- **In-person:** You may bring your assignment to Class #3.
- **Online:** You may email your completed assignment to Vialet at info@discoveryourspiritualgifts.com and add this to the subject line of the email: Course Design & Delivery Assignment