

APICS
Volunteer Leadership Workshop
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Being the Best Instructor You Can Be

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What Instructors Learn

Turn to your neighbor and share your answer to this question:

- What is the most important lesson you have learned as an instructor?
- How did you come to learn it?



What Doesn't Work

- Being “too tied” to the material, aka, reading instead of teaching
- Assuming you have taught the material so often you don't need to prep
- Assuming everyone has the same learning style you do
- Not really listening to the question; answering the wrong question

What Works

- Do more of what you do well:
 - Using humor constructively
 - Tying learning to their daily jobs
 - Using real-world examples



Self-Evaluation Form

- How do you develop as an instructor?
 - Form is used in the Learning Dynamics for Instructors course
 - Personal development plan

APICS Instructor Development Program

- **Objective**
 - To ensure the highest quality student learning experience by motivating, educating, and training instructors to continuously improve their instructional skills and professionalism.
- **Levels**
 - Associate (Entry or Occasional Instructor)
 - Lead (Experienced, Regular Instructor)
 - Master (Consummate, Mentor Instructor)
- **Status**
 - Applications can be downloaded from <http://www.apics.org/InstructorCenter/instructordevelopment.htm>

Why Participate in the IDP?

- Competitive advantage in the marketplace
 - Since you must have a sponsoring partner, this gives the chapter, IA, or AEP an advantage over the instructors who are not partnering
- Shows partner, clients, and students that you are a professional and are “sharpening the saw” (your skills)

Useful Information about the IDP

- CPIM and CSCP must be current to qualify for these programs
- Must have taken Train the Trainer (TTT) for any level
- Must have taken Learning Dynamics for Instructors for Lead or Master
- Lean Enterprise Workshop – must take LEW instructor training

More Useful Information about the IDP

- Global Sourcing Workshop – Must take GSW instructor training to qualify
- For Master, must show 300 hours of instructions
 - Can go back up to five (5) years
 - Any instruction (APICS/non-APICS)
 - May include classes that qualify you for a program
 - Recommend creating spreadsheet

Sample Spreadsheet

1	Date	Module	Company	City	State	Class size	Hours	M
47	Aug-97	Master Planning	Goshen Rubber	Goshen	IN	14	24	
48	Oct-97	MRP/CRP	Goshen Rubber	Goshen	IN	14	24	
49	Oct-97	Basics	Rinker Boats	Syracuse	IN	25	16	
50	Dec-97	PAC	Goshen Rubber	Goshen	IN	14	24	
51	Jan-98	DPP (CIRM)	Geroge S Olive	Indianapolis	IN	20	16	
52	Feb-98	Inv Mgt	Goshen Rubber	Goshen	IN	14	24	
53	Apr-98	JIT	Goshen Rubber	Goshen	IN	14	24	
54	Apr-98	S & T	Daco/Swan	Bucyrus	OH	8	24	
55	May-98	special study class - IM & F	Daco/Swan	Bucyrus	OH	8	16	
56	Jun-98	ECF (CIRM)	Geroge S Olive	Indianapolis	IN	20	16	
57	Jun-98	S & T	Goshen Rubber	Goshen	IN	14	24	
58	Jun-98	special study class - MP	Daco/Swan	Bucyrus	OH	8	8	
59	Jun-98	special study class - MRP/	Daco/Swan	Bucyrus	OH	8	8	
60	Jul-98	Inv Mgt	Geroge S Olive	Indianapolis	IN	20	16	
61	Aug-98	IEM (CIRM)	Geroge S Olive	Indianapolis	IN	20	16	
62	Oct-98	ICD (CIRM)	Geroge S Olive	Indianapolis	IN	20	16	
63	Oct-98	DPS (CIRM)	Geroge S Olive	Indianapolis	IN	20	16	
64	Oct-98	Basics	Geroge S Olive	Indianapolis	IN	20	16	
65	Jul-99	ECF (CIRM)	Michiana APICS	South Bend	IN	5	24	
66	Aug-00	LDI (co-trainer)	Region XIII	Chicago	IN	8	16	
67								
68				hours of training from 1994 - 2000			1296	
69								

Still More Useful Information about the IDP

- Signed Partner Endorsement form
- Professional Recommendation letter
 - Lead or Master, starting January 1, 2010
- Fill out the application completely – Note:
 - Sign Instructor Code of Conduct
 - Sign Opt-In form
 - Sign credit card line IF paying by credit card

IDP Process

- Send in application, additional information and payment to APICS corporate (pdadmin@apics.org)
- Acknowledgment of receipt the same day
- Application documents reviewed by staff for completeness
 - Request for additional information if needed

IDP Process

- When complete, application goes to review committee
- Review committee's determination and any recommendations are communicated to applicant
- Applications filed and updated as needed
 - Notify staff about updates
 - Staff will confirm and update files



Questions ?

Thank You!

