

RYA Powerboat Instructor Course - Pre course work

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1 Introduction

Your RYA Powerboat Instructor ('PBI') Course is approaching fast. As a way of preparing you for the course we have produced a short workbook that should answer some of your questions. In particular it outlines what you can expect from the course and its general format.

Supplied with this document are details of the pre-course work which you should have ready when you attend.

2 What to expect on your course

This is an intensive course lasting only three days. This means that we have a lot to cover in a short space of time. Our day will start at 09:00 and finish around 17:00 each day. The time in the evenings will allow you to review and reflect on what you have done during the day, for reading, and for preparation for activities the following day.

During the course you will be asked to present a short, (*10 minute*), presentations on a topic that you have prepared. You'll also be asked to run a session afloat lasting up to 30 minutes. The topics are typical of those that any RYA Powerboat Instructor may be called upon to present to their students. Your topics are detailed separately.

I strongly advise you to read carefully the relevant sections of G19 - Instructors Handbook, which details the requirements for Instructors and outlines the format for training and assessment, also G20, the Powerboating Logbook.

Please remember that this is not a competition where only the top two/three/... pass. An important aspect of being a Powerboat Instructor is the support you give to your fellow instructors and you are encouraged to discuss ideas freely.

3 Other Requirements

To enter onto the course you'll not be surprised to learn that a measure of competence in powerboats is required! This is demonstrated in the form of the RYA Powerboat Level 2 Certificate - a mandatory prerequisite for this course. Please bring your certificate with you.

Assuming that you pass the course, to register the qualification, (i.e. make it valid), you'll also need a suitable first aid qualification. Please bring copies of your Level 2, Advanced (if relevant) and First Aid certificates with you.

4 Pre-Course Assignment (Prepared Presentation)

As mentioned earlier, your RYA Powerboat Instructor Course includes the preparation and presentation of a lecture and you will be asked to make a short presentation to the rest of the group during the course. Additionally you'll have the opportunity to run a session afloat. As our time during the course is limited, I recommend that this presentation is prepared as a pre-course assignment. The first presentations are usually scheduled on the first day morning of the course.

Remember your presentation is to a Level 2 audience – NOT TO INSTRUCTORS

I am sometimes asked what is expected from these presentations and tasks. Some general suggestions may reduce the risk of misunderstandings.

Your audience will be the other members of the instructor course, however I would like the presentations made as though they were your students on a Powerboating Level 2 course. The publications detailed in the reading list are likely to provide most of not all of the answers as to what to include and to what detail.

As for visual aids, we usually have access to a whiteboard, an overhead projector, and a PC with projector. Handouts are always useful to reinforce learning and if you think it is relevant I'd like you to include one with your presentation.

Advice on lecture presentation will be given on the course but I recommended that you read the chapter "Preparation and presentation of a lecture" in the RYA Powerboat Instructors Handbook, (G19). Don't worry if you have not given presentation before - this is an opportunity for you to gain the experience you will need as an instructor.

Please

- *Remember the level your presentation is aimed at. Look at the syllabus so you know what should be included at that level.*
- *Rehearse your presentation so that it does not overrun. Remember that it may well take longer when actually presented - particularly if you have a high level of audience participation.*
- *Keep it simple and include the "must know" point before you include any of the "nice to know" points.*
- *A handout at the end of the presentation will reinforce the points you have made and provide students with a resource for future reference.*

5 Presentation Guidelines

The following guidelines should assist anyone who has received no formal training in presentation skills. They are a very brief attempt to suggest a structure that will help you to organise your presentation into a credible performance in terms of structure, content and discipline.

If you have access to the Internet more comprehensive presentation skills and techniques can be found at Colin Ridley's web site www.uksailing.info

Structure. All things have a beginning, a middle, and an end; a presentation is no exception. When planning a presentation consider the following stages and note what should be included, this should lead part of the way to forming a sound structure:

- A. Introduction - Your name, the aims of your presentation, what you are going to cover and an incentive for your audience.
- B. Main Body - The meat of your presentation in a logical flowing order grouped if necessary.
- C. Summary - To reinforce the main points and to clarify in your audience's mind the heart of your presentation.
- D. Close - Not just a means of finishing.

Content. Once you have structured your material in draft form it may be worth considering improvements such as - can I use a visual aid to highlight any points? - Should I involve my audience? - How can I get the audience to participate? Remember all along the level your presentation is aimed at.

If you think you have too much material, try to focus on the "must" know topics before branching off into the "nice to know" areas.

Discipline. From your rough notes you will now need to transfer them into manageable notes you can read and follow. However try not to simply read to your audience. Reduce your sentences to a few words that will trigger your memory - mark where you will use a visual aid - rehearse your notes so that you can follow them and mark timings so that you can check you are on target.

Please remember that a good ending is a bit more than "and that's 'bout it really"!

Also.....keep it simple!

6 Assessment Method

Your progress will be monitored continuously during the course but please don't panic if things don't always go to plan. Learning from mistakes and/or feedback is a vital skill for instructors. On the last day of the course I'll be joined by an external moderator - another RYA Powerboat Trainer - who may ask you to teach him/her something or may simply watch from a distance as you teach someone else. I'll give you more guidance on this during the course.

7 What to bring

- Normal powerboating clothing
- Life Jacket (**Mandatory**)
- Pen and paper
- Your prepared presentations (including props and foils!)
- This Workbook
- Yourself
- A sense of humour

8 Reading List

The following RYA Publications provide the foundation for the course and may be purchased from the RYA, PTUK or any good yacht chandler. Make sure you have the latest copy!

- G19 Powerboating Instructor Handbook (NB: Updated version during 2007)
The Instructors "how to do it" book.

- G20 Powerboating Logbook
The student's logbook - which details the syllabus.
- The RYA Powerboat Handbook (G13) by Paul Glatzel
- Powerboating by Peter White is well worth a read too
- Start Powerboating (G48)

9 Other Stuff

Each day we will find somewhere suitable for lunch. Budget up to £5/6. Parking, please park thoughtfully so that the yard staff do not have to pick up your car and move it with the boat-lifter.

10 Pre-Course Quiz

Based on previous experience, some common misunderstandings can be covered by way of a short pre-course quiz ...

This is an open-book quiz. Use any resource available to answer the questions. The pass mark is 100%

- 1 What level audience is your level 2 talk aimed at?
- 2 Should the pre-course work be completed before or after the course?
- 3 What is the daily course start time?
- 4 What should you bring with you to the course?
- 5 What is your Level 2 shorebased topic?
- 6 What is your Level 2 practical (afloat) topic ?