



How to Become a Preferred Language Trainer



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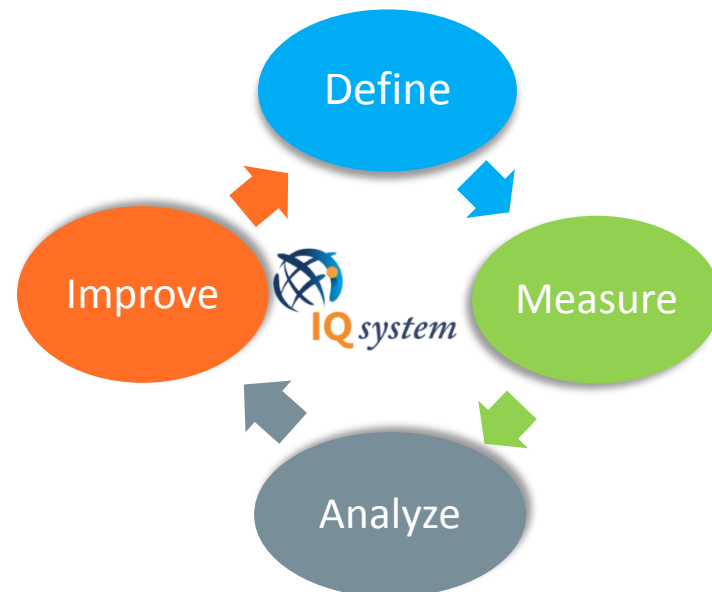


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- EuRA Global Quality Seal
- What is a Preferred Language Trainer?
 - NEW THIS YEAR: 2017 Preferred Teacher Raffle!
- How to become a Preferred Language Trainer
- How to remain a Preferred Language Trainer



IOR is known for our quality, which is why we regularly ask for feedback from both you and your students. We call this process the IOR Quality, or “IQ”, System. As part of the IQ System, we are required to meet a number of Key Performance Indicators (KPI’s) each year. These include consistently positive ratings across all business units. You all play an important role in helping meet our KPI’s and maintain our excellent ratings. As IOR focuses on continuous improvement, we also want to provide the opportunity for each and every one of you improve your own skills.





What is a “Preferred Language Trainer?”

- All IOR Language Trainers are listed in IRMA, IOR’s proprietary talent management application
- Only SOME trainers are designated as “preferred”
- “Preferred” status is based on several factors:
 - ***Prerequisite: You must have taught a minimum of 40 hours for IOR***
 - Submit a sample lesson plan for any level of any language
 - Participate in at least *two* webinars or other IOR Learning & Development opportunities over the course of 2017
 - Achieve consistently positive evaluations from your students

- “Preferred” status in IRMA
- “Dibs” on students
- Opportunities for continued training and development
- **NEW THIS YEAR:** All Language Trainers who meet the 2017 Preferred Teacher qualifications will automatically be entered to win a prize in our ***2017 Preferred Trainer Raffle!***



This year's winner will receive a portable projector that can connect to a computer, laptop, tablet, cell phone, and more! This unique prize will be great for personal use as well as various classroom activities with your students!



How to become a “Preferred Trainer”

- 1) **Prerequisite: You must have taught a minimum of 40 hours for IOR**
- 2) Complete IOR’s Policy Review online with a minimum score of 90%
- 3) Submit a sample lesson plan for any level of any language
- 4) Participate in at least two webinars or other IOR Learning & Development opportunities over the course of 2017
- 5) Achieve consistently positive evaluations from your students





How to become a “Preferred Trainer”

- 1. Prerequisite: You must have taught a minimum of 40 hours for IOR**
 - These hours can be a combined total of all the hours you have taught to various students. This does NOT mean you have to teach any one student for a minimum of 40 hours.
 - Example: If you have 3 students and you taught one of them for 20 hours, one for 15 hours, and one for 10 hours, you meet the 40 hours requirement.
 - These hours do NOT all have to be taught this year. We will count any hours you have taught since you began teaching with IOR.



How to become a “Preferred Trainer”

2. Complete IOR’s Policy Review online with a minimum score of 90%

- Log in to the [IOR Trainer Portal](#)
- Click on [policy review](#)
- You must score a 90% or higher to continue in the Preferred Trainer approval process
- If you do not score 90%, you may re-take the Policy review again until you improve your score. We are happy to help you if you’d like to review the answers before you try again!



How to become a “Preferred Trainer”

3. Submit a sample lesson plan

- Can be for any language (but plans should be written in English)
- Can be for any level
- Lesson plan must include:
 - IOR Template (please download from [Portal](#))
 - Topic
 - Learning Objectives
 - Level
 - Books/Materials
 - Breakdown of activities and times to complete
 - Assessment Method



Submit to: Lorrie Hardy at lhardy@iorworld.com



How to become a “Preferred Trainer”

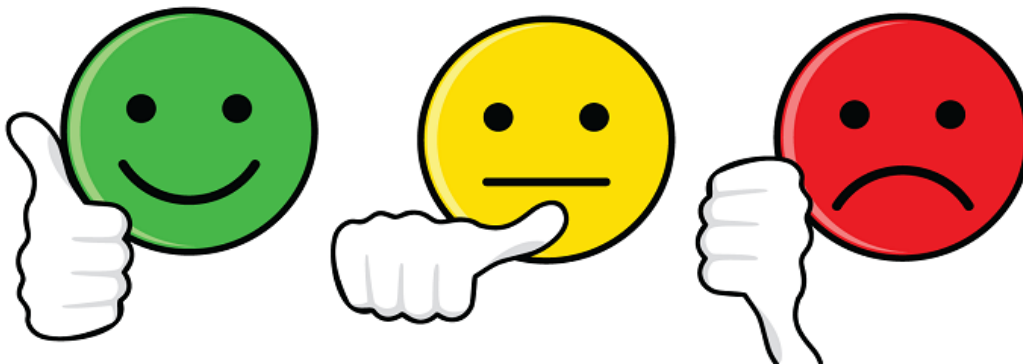
4. **Participate in at least two webinars or other IOR Learning & Development opportunities over the course of 2017**
 - Topics for 2017:
 - **June 7: Expanding Expat Engagement**
 - **August 16: Curriculum Planning: Backward Design**
 - **November 8: Curriculum Planning: Language Toolkit Essentials**
 - Attendance will be measured
 - You may attend any combination of webinars before the end of 2017



How to become a “Preferred Trainer”

5. Achieve consistently positive evaluations

- Students evaluate teachers regularly
- You must have no scores lower than a 4 on our 5 point scale
- Score of 3 will result in a red flag with the opportunity to improve
- Sample questions on evaluations that affect your ratings:
 - My teacher arrived on time for lessons
 - My teacher was prepared for lessons
 - I would recommend my teacher to others

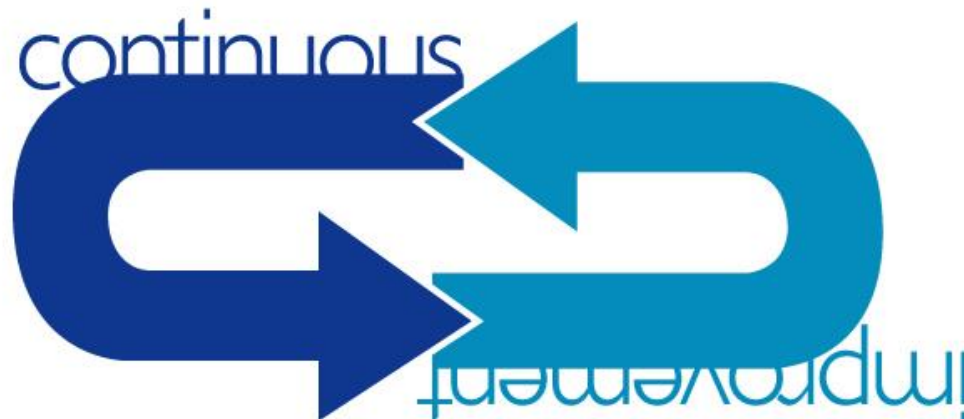


Let us know if you want to know more about your evaluations- we'll be happy to share your evaluation results with you!



How to remain a “Preferred Trainer”

- To *maintain* your status, **current** Preferred Language Trainers must:
 - Maintain consistently positive evaluations from all of your students
 - Participate in at least **one** webinar or other IOR Learning & Development opportunity over the course of 2017





Thank you!

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