



POWERED BY

California Community Colleges

Unit 7 – Quiz

1. What are the keys to good instructor relationships? (circle three)
 - a. Long-term benefit
 - b. Clear communication
 - c. A good instructor handbook
 - d. Pay above market value
 - e. A prime parking space
2. Name three things that should be in an instructor handbook. (circle three)
 - a. How to handle follow-on leads gained in training
 - b. The pay for delivering the contract
 - c. The payment schedule
 - d. Standards for handouts
 - e. How your institution will reprimand an instructor
3. Instructor salaries should not exceed what percentage of your gross income? (circle one)
 - a. 10%
 - b. 25%
 - c. 40%
 - d. 50%
 - e. 90%
4. Name at least three qualities of a good Contract Education instructor. (circle three)
 - a. Know the subject matter
 - b. Loves to share the subject matter with others
 - c. Has a PhD.
 - d. Is a retired instructor
 - e. Can ask questions that help participants learn

5. Describe a good approach to preventing theft of follow-on business. (circle three)
 - a. Have an instructor handbook that covers what to do with follow-on business
 - b. Make it clear you don't trust instructors with leads
 - c. Cover the issue in an interview
 - d. Put this information on your website, but don't talk about it because it implies a lack of trust
 - e. Have the instructor sign a non-compete clause and review it with them
6. Reviewing curriculum to be sure it's up-to-date is part of a salesperson's responsibility.
 - a. True
 - b. False
7. The key to success with instructors is to create a win-win, long-term relationship.
 - a. True
 - b. False
8. To review curriculum to see if it's up-to-date, it's best to use a (circle one)
 - a. Salesperson
 - b. Subject matter expert
 - c. Participants in contract
 - d. Colleague
 - e. Dean
9. Instructor contracts for most jobs should be legal documents covering every possible risk at length.
 - a. True
 - b. False

10. Whenever possible you should see an instructor teach before hiring them.
(circle one)

- a. False because it takes up non-billable time
- b. False because instructors can teach in a classroom, but may not do well with demonstrations
- c. True because instructors may know their subject, but be poor presenters
- d. True because instructors in general are not trustworthy on their resumes
- e. False because it constitutes an HR risk

Answers

Question 1: a, b & c

Question 2: a, c & d

Question 3: d

Question 4: a, b & e

Question 5: a, c & e

Question 6: b

Question 7: a

Question 8: b

Question 9: b

Question 10: c