

Guest Mindset: A Professional Presence Checklist for Instructors

Before the Event

Take a moment to set your intention.

- I understand that I am attending as a guest, not the host.
- I know who is responsible for leading the experience.
- My goal is to participate, contribute positively, and respect the event's structure.
- I will wait to be invited before offering instruction or guidance.
- I will look for opportunities to encourage others without taking over.

During the Event

Check in with yourself throughout the day.

- Am I participating more than directing?
- Am I allowing the host to answer questions and lead discussions?
- If I offer help, was it requested or clearly welcomed?
- Am I creating an inclusive atmosphere rather than an exclusive circle?
- Is my presence making it easier—not harder—for others to engage?
- Am I reinforcing the host's leadership through my actions?

After the Event

Reflect on your professional presence.

- I respected the host's role and authority.
- My expertise supported the experience without becoming the focus.
- I helped create a welcoming environment for everyone.
- If I were the host, I would have appreciated a guest behaving the way I did.

Before stepping in, ask yourself: Is this my role—or simply my instinct?

Sometimes the most professional thing an instructor can do is participate fully as a guest.

