



**INSTRUCTOR  
MANUAL**

**B1**

**BASIC STEPS LEVEL 1**

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**ENGLISH**

**ZUMBA®**



Written by Zumba Fitness, LLC

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# I. ZUMBA®

## Introduction

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### What is the Zumba® Program?

The Zumba® program is a Latin-inspired, dance-fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exciting, exhilarating, and effective fitness program. A Zumba® class—known as a Zumba® Fitness-Party™—combines fast and slow rhythms that tone and sculpt the body using an aerobic/fitness approach to achieve a unique blended balance of cardio and muscle-toning benefits.

The Zumba® program integrates some of the basic principles of aerobic, interval, and resistance training to maximize caloric output, cardiovascular benefits, and total body toning. The cardio-based dance movements are easy-to-follow steps that include body sculpting, which targets areas such as gluteus, legs, arms, core, abdominals and the most important muscle in the body—the heart.

Dancers and non-dancers alike immediately and easily master a Zumba® class because previous dance experience is not necessary. A Zumba® class creates a party-like atmosphere that provides a non-intimidating opportunity for non-dancers, new exercisers, or those who have previously hesitated to participate in group classes.

At the same time, dancers and veteran exercisers thoroughly enjoy the change of pace—exercising in a healthy, fun, party-like environment. All students feel comfortable knowing that they can just go with the flow and enjoy a Zumba® Fitness-Party. The Zumba® program's passionate and explosive Latin and international music rhythms motivate participants during class, making them want to return again and again!

The Zumba® program is an effective, innovative, and exhilarating workout designed for everyone. The primary elements that make it so unique and successful are:

- **It's a blast!** The Zumba® program is “exercise in disguise.” Participants have a blast and don't even realize they're exercising. In fact, it feels so good, people want to do it every day.
- **It's different!** The music, the steps, the moves, the class, the energy . . . nothing compares to a Zumba® Fitness-Party!
- **It's easy!** The Zumba® program is designed for everyone. People of any fitness level, from any background, and of any age can start the program right away. The program's basic steps formula makes it easy for everyone.
- **It's effective!** The Zumba® program is a cardio-based workout with components of resistance/sculpting training to tone the entire body and achieve fitness goals.

The key to achieving fitness goals is to adhere to a fitness program. The Zumba® program is so easy and enjoyable that people can't help but want to do it again and again. The more they participate in the Zumba® program, the better they feel. When they see their bodies beginning to change, they are motivated to keep coming back. These positive results add to the reasons why Zumba® classes are always full—students quickly learn that a Zumba® class is so easy, effective, and exhilarating that anyone can do it. The Zumba® Fitness-Party is, indeed, great for the mind, body and soul!

### Benefits of Zumba® Fitness

Here are some of the primary benefits of the Zumba® program:



- **Great dynamic core workout**—The Zumba® program uses moves throughout the class that require a great deal of control of the midsection of the body (abs and back). This has the potential to translate into a tighter more defined torso (stronger abs and back).
- **High caloric expenditure**—The Zumba® program follows aerobic and interval training methods to incorporate high levels of activity, which translates to high caloric expenditure. Note: This varies from individual to individual, depending on variables, such as: fitness level, participant's familiarity of routine, intensity level, etc.
- **Easy, non-intimidating learning environment**—New dance steps are presented in an easy-to-follow, exhilarating and party-like format.
- **Weight loss**—As with any exercise program, consistency and a sensible, well-balanced nutrition program will increase the likelihood of weight loss.
- **Positive self-image**—Nurtures a high level of “feeling good.”
- **A sculpted body**—Zumba® classes will potentially reshape all parts of your body, including your upper body, lower body, mid-section, heart, and mind.
- **Exercise in disguise**—A Zumba® class is a GREAT SWEAT! Most people say they are having a blast and don't even realize they are exercising.

## About Zumba Fitness, LLC

In 2001, when Alberto Perlman (CEO) and Alberto Aghion (President and COO) teamed up with Beto they knew they had created a fitness phenomenon. What they didn't know was that the Zumba® program would become a worldwide fitness phenomenon so quickly. By 2007, the Zumba® program had 10,000 instructors, was available in over 30 countries, sold over three million DVDs, and had almost a million and a half people taking Zumba® classes on a weekly basis.

Zumba Fitness, LLC began its first major launch with an infomercial that created a strong demand for Zumba® instructors. Within a few short years, the company offered official instructor training workshops all around the world.

The Zumba® program's popularity continues to grow, fueled by the many national and international presentations and conventions the company attends. Additionally, the company's alliances with professional associations in the fitness industry have supported the Zumba® program's reputation as an accredited program.

Zumba Fitness, LLC works closely with professionals from the American Council on Exercise (ACE), the Aerobics and Fitness Association of America (AFAA), IDEA Health & Fitness Association, and the American College of Sports Medicine (ACSM) to ensure that its programs and trainers adhere to industry standards

## About Beto— Chief Creative Officer and Co-Founder of Zumba

Beto is the creative genius behind the Zumba® program, the fitness formula that has revolutionized the way millions of people think about exercise. Beto began as a fitness instructor in his home city of Cali, Colombia, and upon arriving to teach class one day realized he had left his traditional aerobics music at home. In a moment of spontaneity, he unpacked his personal salsa and merengue tapes from his backpack, popped them into the sound system and taught his first Zumba® class.

After a successful career as a trainer and choreographer in Colombia, Beto made the big move to the United States. Armed only with his personal charisma and unstoppable will power, he sold all his belongings and moved to Miami in search of the American Dream. He didn't speak a word of English.

Beto initially had a rough time settling into his new environment—he ran out of money and had to sleep in a park for two nights—but due to his relentless dedication he managed to quickly surpass this period of





hardship. After several months, his talent and magnetism landed him a job as an instructor at a prestigious local health club. And with his catchy, danceable aerobic routines performed to upbeat international rhythms, Beto's class (not yet known as a Zumba® class) became the most popular at the gym. He also became renowned for his sincere passion and drive to help people enjoy their workout, consequently improving their lifestyles.

In 2001, his innovative style caught the attention of two entrepreneurs: Alberto Perlman and Alberto Aghion. Instinctively seeing enormous business potential, they wasted no time in teaming up with Beto to form Zumba. The three of them have since turned the Zumba® program into a global movement as the largest branded dance-fitness program in the world.

Beto teaches master classes around the world, trains instructors to teach Zumba® classes and in his role as Zumba's chief creative officer produces popular soundtracks that earn international acclaim.



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## II. The Science of the Zumba® Program

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### Physiology of Exercise Classes

To best understand the physiology and benefits of the Zumba® program, first take a look at the group fitness industry as a whole. Group fitness classes are based on the following three components of fitness:

**Cardio respiratory/Aerobic**—Includes cardio capacity and endurance. Aerobic exercise is generally considered as working between 60 percent to 85 percent of one's estimated maximum heart rate. Since aerobic exercise (with oxygen) "fuels" the muscles for the performance needed, participants can exercise for longer periods of time aerobically than anaerobically. Many aerobic classes follow a bell-shaped curve in terms of the cardiovascular intensity. Interval Training is a type of cardio respiratory/aerobic training.

**Muscular Fitness**—Includes strength and muscular endurance. Muscular strength refers to working at a maximal effort, while muscular endurance refers to the ability to repeat muscle contractions for a sustained period of time. Muscular strength is usually an anaerobic exercise (without oxygen), meaning the participant is working above 85 percent of one's estimated maximum heart rate. Since anaerobic exercises do not use oxygen as the primary "fuel" for the muscles, anaerobic exercises can only be performed for a short period of time before fatigue, failure, or high levels of lactic acid release occur.

**Flexibility**— Includes programs that increase the flexibility of muscles; improve joint mobility and muscle suppleness such as stretch classes, Pilates, and others. Flexibility improves the elasticity of the muscles and the range of motion of the joints.

### Benefits of different training techniques

The Zumba® program has been structured to incorporate all three of the above categories. This provides the most efficient use of class time and allows participants to achieve the highest level of results possible. Each of the components of fitness utilizes the systems of the body in different ways, causing different types of adaptations.

**Cardio respiratory** training impacts the cardiovascular system and respiratory system which is made up of the heart, lungs and blood vessels. It primarily utilizes the aerobic system for energy, meaning "with oxygen." Therefore some of the major benefits are:

- Strengthens the most important muscle in the body, the heart
- Improves resting heart rate
- Improves circulation
- Raises your metabolic rate
- Helps to regulate cholesterol levels
- Can help prevent heart disease.

**Muscular fitness** is made up of two elements: muscular endurance and muscular strength. The benefits are:

- Builds muscular strength
- Increases bone density
- Improves posture
- Critical in the prevention of injuries.



**Flexibility** refers to the ability to move your joints through full range of motion. The benefits of flexibility are:

- Reduce risk of injury
- Greater movement around joints
- Better posture
- Less muscle tension and soreness.

## Physiology of the Zumba® Program: Intermittent Training

A participant in a Zumba® class reaps the fat-burning and muscular toning benefits of an aerobic and anaerobic workout by incorporating cardio boosting dance segments and resistance training exercises. A Zumba® class is not a class that follows a traditional bell shape curve. You may have seen this pattern in the past: warm up, work your way to a peak around the middle of the class and then drop down the intensity until you cool down. Due to the varying intensities of the rhythms and songs, the Zumba® program allows for varying intensities of work and recovery. Therefore, the graph would have various peaks throughout the class, similar to the concept of interval training.

**Interval training** is defined as a type of cardiovascular training that incorporates periods of work and rest that are measured by time and intensity. Usually, these two variables are inversely related. The higher the intensity, the lower the time spent in the interval. The lower the intensity the more time you can spend in that segment.

The Zumba® program follows neither the traditional bell-shaped curve, nor does it precisely follow the guidelines of interval training. Instead, the Zumba® program combines the laws of aerobics with the laws of interval training, to provide intermittent training.

**Intermittent training** is defined as variable intensity training or spontaneous training. It is a less structured form of interval training with randomly interspersed peak segments followed by lower-intensity recovery periods.

Is intermittent training successful? Yes! By using the previously proven, successful techniques— aerobic training, muscular fitness, and interval training—and you have a dynamic combination that works.

## Psychology of the Zumba® Program

While physiology may be the reason behind weight loss, muscle toning, and body changes, the psychology of the Zumba® program is the key motivator and primary factor behind its success. Without its powerful psychological benefits, students would not obtain the physiological benefits.

The Zumba® program helps students succeed because:

- The Zumba® program combines high energy and motivating music with unique moves and combinations that allow Zumba® participants to dance away stress.
- The Zumba® program is based on the principle that a workout should be easy, exhilarating and effective. That way Zumba® participants **stick to** their fitness program and achieve long-term health benefits.
- The Zumba® program breaks the mold by making fitness an exciting, invigorating activity. A Zumba® class is not an exercise class that people “have to” do, but rather one that they “want to” do. Zumba® participants do not say, “I should” go to class. They say, “I can’t wait” to go to class.



- By having a blast in class, participants naturally increase the intensity of their movements. The magic of the music motivates participants to perform movements with more intensity than if they were doing a series of regular squats or a set of controlled lat-pull down exercises.
- The Zumba® program is not only great for the body, it's also great for the mind. It's a "feel-happy" workout. The Zumba® Fitness-Party™ helps improve self-esteem, self-confidence, and self-image.

The success behind the Zumba® program is that participants keep coming back because they are having so much fun and don't realize they are actually working out. When they begin to see and feel the results, the cycle continues.

Over the years, numerous studies have been conducted on the effects of exercise on the human body. Not just from a physical standpoint, but also on how exercise affects us mentally and emotionally. Many students start a fitness program to attain a physical goal. One major attribute that makes the goals attainable is the emotional connection created.

Beto invented the Zumba® program by accidentally forgetting his music. He continued because of how it made his students feel and how it impacted their lives. As instructors, we are empowered with this unique opportunity to make an impact in our students' lives; physically, mentally, and emotionally. Having the passion to help, inspire and motivate others is just as important to your students' success as music and choreography skills.

## Monitoring Exercise Intensity

Monitoring exercise intensity is important on both ends of the spectrum: A participant should not be working too lightly or too intensely. How an instructor monitors heart rate will depend on several factors:

- Does your facility require a certain method of monitoring (e.g., 6-second count, 10-second count, use of Rate of Perceived Exertion Chart, etc.)?
- Your learned philosophy/experience with monitoring heart rate.

If your facility requires a certain method, you would follow their procedures. Otherwise, be sure to use one of the industry suggested techniques:

### Monitor heart rate using your pulse

Using the first three fingers of one hand, locate your pulse at either the radial artery (located on the thumb side of wrist when palm is up) or the carotid artery (on the side of the neck, next to the throat). It is generally recommended to use the radial pulse because manipulation of the carotid artery can cause the heart rate to change. Use a 10-second count to calculate Target Heart Rate. Immediately after exercise, find the desired artery. Begin with the count of one for 10 seconds. Then multiply by six to get the heart rate for one minute. Use the Karvonen Method (described below) to determine if your heart rate is in an appropriate range.

### Use a heart rate monitor

This is another simple way to monitor exercise exertion.

### Monitor heart rate using perceived exertion

A numerical value is given to subjectively rate the level of exertion. Rating of Perceived Exertion (RPE) is a scale devised by Dr. Gunner Borg to be used by the fitness class participant to rate the student's perception of exercise intensity on a 10-point scale. (Range: 1 = very light / 10 = very hard). A client should exercise between an RPE of 4 (strong) and 5 or 6 (very strong).





# Use the Talk Test to monitor exertion

This is the simplest method of evaluating exertion levels. If your students can talk comfortably and rhythmically while they are exercising, they are most likely in an aerobic state. If your students find it difficult to talk while exercising, they are most likely above their target heart rate.

## Karvonen's Method

The key to effective aerobic training is to train within an individual's aerobic training zone. An appropriate range of training that accommodates most levels of fitness is from 55 percent to 85 percent of maximum heart rate. The first step is to calculate the heart rate zone for your students. Listed below are two methods for calculating a student's target heart rate:

### Karvonen's Formula using resting heart rate

Target Heart rate =  $220 - \text{age} = \text{Predicted maximal heart rate}$

- Resting Heart Rate = Heart rate reserve

X 40% – 85% (Use Your Desired Level of Intensity)

+ Resting Heart Rate = Target Heart Rate

Example:

$220 - 60 = 160 - 60 = 100 \times 60\% = 60 + 60 = 120$  target heart rate

### Simplified Heart Rate Method without resting heart rate

Target Heart Rate =  $220 - \text{age} = \text{Predicted maximal heart rate}$

X 55% to 90% = (Use Your Desired Level of Intensity)

= Target Heart Rate

Example:

$220 - 60 = 160 \times 60\% = 96$  target heart rate

Note that different percentages are used in these two formulas. The Karvonen Formula is the preferred method because it factors in the individual's resting heart rate. But keep in mind that both of these methods provide estimates only. Other factors can affect the appropriate target heart rate for any given student. For instance, women generally have a higher heart rate than men when doing the same work and people over 65 may have higher maximal heart rates than the Karvonen Formula suggests.

## Heart Rate Tips

The best way to take a resting heart rate is to measure it for one full minute, first thing in the morning as soon as you get out of bed. Take heart rate measurements three days in a row and use the average of those three in the formulas asking for resting heart rate.

Use the lower end of the range for beginners and use the higher end of the range for advanced students. For the intense part of the interval, stay closer to the higher end and for recovery stay closer to the lower end of the range.

It is helpful to take a recovery heart rate five minutes after the aerobic portion of the class, during the cool-down phase. The recovery heart rate should be below 120 beats/minute. Higher rates suggest an insufficient cooldown or a low fitness level. With improvements in fitness, the student's heart rate will return more quickly to its resting state.



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## III. The Warm-Up & Cool down

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A **warm-up** generally consists of a gradual increase in intensity in physical activity to prepare the body for more vigorous exercise. For example, before running or playing an intense sport, an athlete might slowly jog to warm their muscles and increase their heart rate. It is important that warm ups be specific to the activity, so that the muscles to be used are activated.

### Purpose of the Warm-Up

The purpose of the warm up is to:

- Increase core temperature
- Gradually prepare the muscle and joints for the movements that will follow
- Prevent damage to the skeletal muscle, connective tissue, and the heart
- Increase blood flow
- Warm up the muscles
- Lubricate the joints
- Prepare certain major supporting muscles: calf, lower back, and hamstrings
- Begin a gradual cardio increase into the cardio section
- Introduce/preview movements (prepare body for movements to come)

**Beto's recommended warm-up structure is rhythmic and includes:**

- Basic footwork patterns such as *step touch*, with a few variations of the arms, shoulders, chest and back
- Cardio—adding a little intensity, direction, and a larger range of motion
- Toning—muscle activation targeting the CORE and lower body

The warm-up in a Zumba® class can be anywhere from 1-3 songs, depending on the length of each song, the length of your class (45 min. class vs. 60 min. class), and the level of your class. Beginners and active older adults generally require a longer warm-up segment.

It is important to remember that the movements during a warm up should be low intensity and build gradually. Start with moderate range of motion movements and slowly build to a greater range of motion as the body warms up. Movements or repetitions that lead to muscle fatigue are inappropriate and movements that are performed too rapidly or without control should be avoided.

**Cooling down** during exercise, allows the body to gradually transition from a state of exertion to a state of rest or near-rest. Cooling down allows the heart rate to return to its resting rate and may reduce dizziness after strenuous workouts.

### Purpose of the Cool down

The purpose of the cool down is to:

- Gradually decrease the heart rate
- Gradually decrease the body temperature

- Prevent a sudden stop and prevent blood pooling: If participants stop suddenly, their blood may pool, causing dizziness, nausea, or cramping (gradual slowing of the “pumping blood flow” is important to avoid those possible effects)
- Stretch the muscles for flexibility as well as to prevent cramping or future injury
- Transition from large muscle movements to smaller muscle movements

The cool down segment of a Zumba® class should last at least 3 to 5 minutes with a gradual decrease in heart rate followed by some static stretching. Try using rhythms such as a slow cumbia or Tango (learned in Basic Steps Level 2) or gradually doing movements in half time to other rhythms. The cool down can then be ended by a slow/mellow song for static stretches and breathing techniques.

## Instructor Safety Tips

- In the warm-up or cooldown section of your class, you should not include movements that cross the horizontal midline of the body. In other words, keep the head above the heart.
- Do not lock the elbows or knees (especially “Merengue” arms).
- Watch for “stacked” joints (are knees over ankles, and hips over knees, when appropriate?).
- Knees should stay behind the toes in moves such as lunges/squats (i.e., do not overextend or hyperextend joints).
- For some steps and turns, be careful not to torque the knee (knee stays in line with the toes).

Fitness industry standards recommend that the following muscle groups be addressed in both the warm up and cooldown:

- Neck Region
- Upper and Mid-Back
- Deltoids (Shoulders)
- Chest and Arms
- Core (Lower Back)
- Quads and Hamstrings
- Gluteal and Hip Area
- Calves/Ankles/Shins

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## IV. Zumba® Music Essentials

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The choice of music for a Zumba® workout is one of the most important elements in a Zumba® class. Music, in combination with a great positive attitude and easy-to-follow moves, helps to make the class successful in the following areas:

- Creates a “party-like” feel in the class
- Motivates participants
- Empowers participants to achieve fitness goals

Use the music to create:

- A feeling of passion
- High energy in the class
- A positive mood in the class
- Motivation for class participants
- Appropriate target heart rate range levels
- Desired long-term fitness results

### Music Selection

Zumba’s roots are founded in the rich rhythms of Latin cultures. As Zumba’s outreach has spread globally, the program has embraced all international rhythms, expanding Zumba’s foundation to include Latin and international rhythms. As Zumba continues to tap into the outreach of music worldwide, there is also a focus of bringing rhythms together, creating a fusion of music.

### Class Application

It is essential to maintain the music in Zumba® classes consistent across the board to ensure that the proper Zumba® flavor and intentions are delivered worldwide. To be a true Zumba® class the song and rhythm selection must be a blend of Latin, international and fusion rhythms and influences, reflecting our rich roots and foundation.

When a student participates in a Zumba® class anywhere in the world, they should expect to experience a variety of rhythms throughout the class rather than being dominated by just one rhythm. If you teach a class that contains mostly Salsa songs, then that is a Salsa class, not a Zumba® class. If you teach a class that is mostly Reggaeton/Hip-Hop, then that class is a Reggaeton/Hip-Hop class, not a Zumba® class.

Zumba allows you to be creative with your choice of music. It is okay to add a taste of a rhythm that may be popular in your region or country, but remember that a majority of the Zumba® class must be in keeping with its Latin and international roots. These rhythms will allow for the electric and party-like culture all Zumba® classes should convey.

Also note that international music does not refer to the language the music lyrics are sung in but rather to the rhythm that is heard and felt.

## **Flow of Music**

A Zumba® class is a continuous flow. While it is encouraged to take water breaks, it is important to maintain the party atmosphere with little to no breaks in the music and dance. In Zumba® classes we do not stop to break down choreographies. Instead, we use layering to teach foundational moves and build in intensity and/or variations.

## **Music Licensing**

Be sure to check with your local music-licensing agency for any fees required in your country to play music in a dance/fitness class.



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# V. The Zumba® Formula

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The Zumba® Formula makes the Zumba® program unique and revolutionary in the fitness world. The three elements to the formula are in themselves not unique, but the combination of them results in a special, new, and dynamic fitness experience!

## The Three Elements of the Zumba® Formula

### The Zumba® Formula: $Z=MC^2$

#### Zumba® = Music/Core Steps/Choreography

1. **Music**—Music is the driving force and most important element of the Zumba® formula. The flavor of the music comes from the creativity, passion, and story that the artists have created. Instead of the use of 32 count music to create a workout, the Zumba® Formula uses the flavor to bring the party to the class. It's this approach of letting the music drive the moves that puts the Zumba® program in a class all its own.
2. **Core Steps**—Each Zumba® rhythm has a unique feel and authentic inspired steps. Within each of the four basic rhythms, Beto has created four basic movements. The Zumba® Formula applies a systematic approach to each movement to add variety using arms, beat, rhythmic, directional and fitness variations. The use of these variations creates an endless amount of options, all based on four basic movements.
3. **Choreography**—The method of choreography that the Zumba® Formula uses is unique in the fitness world. It uses the music to dictate the movements. As we mentioned in Step 1, the artists wrote the songs to tell a story. All the musical stories are broken down into different sections: Intro, Verse, Chorus, Musical Bridge, Tags, etc. The Zumba® Formula takes one of our basic movements in the rhythm of a particular song and matches it to each section of the music. In the music, whenever that section repeats itself, the same basic movement is repeated as well, so that each musical section has a matching movement.

Example:

- A. Verse: Merengue March
- B. Chorus: Beto Shuffle
- C. Verse: Merengue March
- D. Bridge: Merengue 2
- E. Chorus: Beto Shuffle

## Anatomy of a Song

1. **Intro:** The first part of the song before the verse or chorus begins. Can be used to introduce an upcoming step.
2. **Verse:** Usually the “story” or “talking” part of a song. Usually occurs 2-3 times in a song. The musical phrasing is the same each time, but often the words are different.



3. **Chorus:** The chorus is generally the same words (and same musical phrasing) each time it is played. The title of the song is often repeated in the chorus.
4. **Break, Bridge, Tag, Musical Interludes:** These are pieces and parts of a song that are not part of the verse or chorus. Sometimes it can be a pause (break) in the song, a bridge between parts (bridge), a musical segment (musical interlude), or an unusual set of beats (2, 4, 6). Use these parts of the song to be creative.

## Sample song

1. Intro
2. Verse
3. Chorus
4. Break
5. Verse
6. Chorus
7. Musical Interlude
8. Chorus
9. Ending

## Zumbagram™ Music Map

When creating your Zumba® class choreographies, selecting and understanding your music is step one. Listen to your music carefully and map it out to understand the song structure. Once you are comfortable with the music, movement selection for each section of the song will come easily and natural.

Beto created an artistic vision of what the music in a Zumba® class looks like with the Zumbagram™ Music Map. The use of a Zumbagram™ music map gives a complete visual roadmap of how a song is structured, not just in the changes of music, but what and where the segments repeat. The Zumbagram™ is a great aid to be able to build a choreography that follows the Zumba® Formula.

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## VI. Zumba<sup>®</sup> Basic Steps

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### Basic Steps for Merengue, Salsa, Cumbia, and Reggaeton

In this practical section of the Basic Steps Level 1 Instructor Training Course, the Education Specialist will lead you through these steps for the above rhythms.

1. Learn four basic leg movements.
2. Add arm (or leg/body) variations to the leg movements.
3. Add beat/rhythmic/directional variations.
4. Add fitness/athletic variations.
5. Then, add style, technique, and attitude into the movement. This is more advanced, but will be introduced here. Style, technique, and attitude are developed with time and practice.

## Zumba® Basic Steps for MERENGUE

The Dominican Republic is usually credited as the origin of Merengue, although many Latin American countries have stylistic adaptations of this rhythm. It is a faster pace rhythm, about 120-160 beats per minute, where every beat has an equal and heavy accent. Common instruments are tambora, Congo drums, mambo trumpets, and guiro.

Accented beat: Each beat contains the same amount of accent—like a marching beat.

1	2	3	4	1	2	3	4
same	same	same	same	same	same	same	same

## Zumba® Basic Steps for MERENGUE

Movement	Arm Variation	Beat/Rhythmic/ Directional Variation	Fitness/Athletic Variation
1. March	<ul style="list-style-type: none"> <li>• Hips Shoulders</li> <li>• Chest Elbow</li> <li>• Up and Out</li> <li>• Beto 7</li> </ul>	<ul style="list-style-type: none"> <li>• Merengue Box</li> <li>• V Step</li> </ul>	<ul style="list-style-type: none"> <li>• Biceps, Triceps, Chest, Back, Shoulders</li> <li>• R. O. M.</li> </ul>
2. 2 Step	<ul style="list-style-type: none"> <li>• Hips Shoulders</li> <li>• Chest Elbow</li> <li>• Up and Out</li> <li>• Beto 7</li> </ul>	<ul style="list-style-type: none"> <li>• Beat-# of side steps</li> <li>• Zig-Zag</li> <li>• Goal Post</li> </ul>	<ul style="list-style-type: none"> <li>• Disco with Punch and Side Tap</li> <li>• Disco with Punch and Side Kick</li> <li>• R. O. M.</li> </ul>
3. 6 Count Side-to-Side	<ul style="list-style-type: none"> <li>• Hips Shoulders</li> <li>• Chest Elbow</li> <li>• Up and Out</li> <li>• Beto 7</li> </ul>	<ul style="list-style-type: none"> <li>• Cross in Front</li> <li>• One side only and combine</li> </ul>	<ul style="list-style-type: none"> <li>• Squat</li> <li>• Beto Swing</li> </ul>
4. Beto Shuffle	<ul style="list-style-type: none"> <li>• Arms</li> </ul>	<ul style="list-style-type: none"> <li>• Travel</li> <li>• 4 singles 2 doubles</li> </ul>	<ul style="list-style-type: none"> <li>• 3 + Hop</li> </ul>



## Zumba® Basic Steps for

# SALSA

Movement	Arm Variation	Beat/Rhythmic/ Directional Variation	Fitness/Athletic Variation
1. Salsa Right & Left	<ul style="list-style-type: none"> <li>• Hair Brush</li> <li>• Cuban</li> </ul>	<ul style="list-style-type: none"> <li>• Out and Cross</li> <li>• Kick, Kick Out Together</li> </ul>	<ul style="list-style-type: none"> <li>• Knee, Knee Squat</li> </ul>
2. Salsa Front & Back	<ul style="list-style-type: none"> <li>• African Arms</li> <li>• Body Roll</li> </ul>	<ul style="list-style-type: none"> <li>• Front back/4 Walls</li> <li>• Leap Cross, Step Step Kick Step</li> </ul>	<ul style="list-style-type: none"> <li>• Salsa Front, Rear Lunge</li> </ul>
3. 2 Steps	<ul style="list-style-type: none"> <li>• Pump to the Side</li> <li>• Maracas</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Step Turn</li> <li>• 2 Step Goal Post</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Step, Knee Up/Arms Circle</li> <li>• 2 Step, Arms Front Knee Lift Arms Under</li> </ul>
4. Rock Back	<ul style="list-style-type: none"> <li>• Rock Back Arms</li> <li>• Cha Cha, Rock Back</li> </ul>	<ul style="list-style-type: none"> <li>• Rock Back Turn</li> <li>• Around the World</li> </ul>	<ul style="list-style-type: none"> <li>• High Knees, Circle Arms</li> <li>• Hip Hop Rock Back</li> </ul>

## Zumba® Basic Steps for CUMBIA

Cumbia is known as the rhythm from Colombia, South America, but also has influences from Africa and Europe. Cumbia is known to have a tropical or Creole flavor to the music. Percussion is a key instrument group, which includes the guiro, accordion and tambora.

Accented beat: Basic rhythm is 4/4 and it feels like a “hard, soft” “hard, soft” “hard, soft” beat, where the “and” is soft: 1 and 2 and 3 and 4 and

1	&	2	&	3	&	4	&
hard	<i>soft</i>	hard	<i>soft</i>	hard	<i>soft</i>	hard	<i>soft</i>



## Zumba® Basic Steps for

# CUMBIA

Movement	Arm Variation	Beat/Rhythmic/ Directional Variation	Fitness/Athletic Variation
1. 2 Step	<ul style="list-style-type: none"> <li>• Alternating Arms Up Up Down Down</li> <li>• Raise Up and Down</li> </ul>	<ul style="list-style-type: none"> <li>• Forward and Back</li> <li>• Forward and Back with Body Forward</li> </ul>	<ul style="list-style-type: none"> <li>• Hip Hop</li> <li>• Hip Hop Chest Pump</li> </ul>
2. <i>Right leg front &amp; back,</i> <i>Left leg front &amp; back</i>	<ul style="list-style-type: none"> <li>• Arms Up / Shoulder Up and Down</li> <li>• Dress Arms</li> </ul>	<ul style="list-style-type: none"> <li>• Travel to the Side</li> <li>• Turn It</li> </ul>	<ul style="list-style-type: none"> <li>• Hip Hop</li> <li>• Hip Hop and Turn</li> </ul>
3. Sleepy Leg	<ul style="list-style-type: none"> <li>• Candle Arms</li> <li>• Dress Arms</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Slow 4 Quick</li> <li>• Travel Outward Turn</li> <li>• Travel Inward Turn</li> </ul>	<ul style="list-style-type: none"> <li>• Oblique Up and Down with Travel</li> <li>• Qblique Up and Down with Travel and Jump</li> </ul>
4. Sugar Cane Machete	<ul style="list-style-type: none"> <li>• Sugar Cane Arms</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Machete, Travel</li> </ul>	<ul style="list-style-type: none"> <li>• Machete, Triple Run with High Knees</li> </ul>

## Zumba® Basic Steps for REGGAETON

Reggaeton has Jamaican influences and was made popular in Puerto Rico and Panama. The music has a heavy bass drum beat. The primary instrument is a Reggae-style drum.

Accented beat: In 2 measures of 4 beats each, beats 1 and 5 are heavily accented. Beats 2 and 6 are significantly less accented than 1 and 5.

1	2	3	4	5	6	7	8
hard	<i>soft</i>	med	med	hard	<i>soft</i>	med	med

## Zumba® Basic Steps for REGGAETON

Movement	Arm Variation	Beat/Rhythmic/ Directional Variation	Fitness/Athletic Variation
1. Stomp	<ul style="list-style-type: none"> <li>• Rows</li> <li>• Circle</li> </ul>	<ul style="list-style-type: none"> <li>• Single Single, Pose</li> </ul>	<ul style="list-style-type: none"> <li>• Single, Single, Twist</li> <li>• Single, Single, Knee</li> </ul>
2. Knee Lift	<ul style="list-style-type: none"> <li>• Arms Under</li> <li>• Shoulder Brush</li> </ul>	<ul style="list-style-type: none"> <li>• Single Single Double</li> <li>• Single Single Double with Arms</li> </ul>	<ul style="list-style-type: none"> <li>• High Knees 2, Travel 3</li> <li>• Single Single Crunch</li> </ul>
3. Destroza	<ul style="list-style-type: none"> <li>• Arms Towel Side to Side</li> <li>• Arms Up Side to Side</li> <li>• Arms Up and Down Side to Side</li> </ul>	<ul style="list-style-type: none"> <li>• Side To Side (Jump Switch)</li> <li>• Turn It</li> </ul>	<ul style="list-style-type: none"> <li>• High to Low</li> </ul>
4. 2 Step Bounce	<ul style="list-style-type: none"> <li>• Arms Push</li> <li>• Arms Pull</li> </ul>	<ul style="list-style-type: none"> <li>• Single Single Double</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Singles, Double, Strong Arms , ROM</li> </ul>

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## VII. Creating a Choreography

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Here's how to begin to create choreography, using Merengue as an example:

1. Choose a Merengue song.
2. Listen to the song several times. Memorize your music!
3. Identify the verse, the chorus, and any tags or interludes.
4. Choose 3-4 moves from your Merengue chart.
5. Assign a move to each of the above. For example, here is a song;

Intro music:     Get into the groove!

Verse:            Do movement 1

Chorus:           Do movement 2

Verse:            Repeat movement 1

Chorus:           Repeat movement 2

Tag:               Do movement 3

Verse:            Repeat movement 1

Chorus:           Repeat movement 2

Tag:               Repeat movement 3

Chorus:           Repeat movement 2

Chorus:           Repeat movement 2

If there is more than one type of tag or interlude, consider adding a fourth movement.

## Creating a Playlist

Once you have your choreographies down, choosing the order for your playlist is essential. Here is a guide to creating a great playlist that will help ensure your students sweat and get a serious work out! Bringing your heart rate up and down with each rhythm will help to create an intermittent training effect all while keeping your music selection varied and fun! The intensity of each song will depend on the choreography, speed of the rhythm and length of the song. Many genres can be used to increase or decrease the heart rate in class. Please note that the following playlist is just an example. Feel free to create your own playlists.

Song # 1	Warm Up Rhythm	(↑Step Touch HR)
Song # 2	Warm Up Rhythm	(↑ Cardio HR)
Song # 3	Warm Up Rhythm	(↑↑ Toning HR)
Song # 4	Merengue	(↑ HR)
Song # 5	Salsa	(↓ HR)
Song # 6	Reggaeton	(↑ HR)
Song # 7	Cumbia	(↓ HR)
Song # 8	Merengue	(↑ HR)
Song # 9	Salsa	(↓ HR)
Song # 10	Reggaeton	(↑ HR)
Song # 11	Cumbia	(↓ HR)
Song # 12	Cool down	(↓ HR)

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## VIII. Cueing

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Cueing techniques help to ensure students' success and enables them to execute proper form, learn complex patterns, and change the movements at the precise time the instructor changes.

Three types of cueing styles are used within the industry; visual, verbal, and tactile.

**Visual Cues**-Using physical movements to demonstrate a new move, direction change, timing variation, or form correction. Arm and hand gestures are the most effective signals for the majority of clientele.

**Verbal Cues**-The use of specific terminology to describe a footwork pattern, concentrate on a muscle action, make a correction in form, count repetitions, or count down to a change either in the music or a specific movement. Many instructors use verbal cues to give affirmations in class, encourage their clientele, and regulate specific intensities

**Tactile Cues**-Also referred to as kinesthetic or physical cueing, this method involves physically touching your clientele. Making sure a student is using the proper muscle group by touching that muscle helps them focus on the correct action. Proper alignment may need to be corrected by helping a student get into a proper position. Assisting a muscle contraction during fatigue may help to prevent injuries as well.

Zumba® classes use primarily Visual Cues. The changes in the music dictate the timing of different movement, choreography changes, or variations in each routine. The Zumba® instructor uses visual cues to show the participants what the actual change in the movement is. Simply put, the music tells us "when," the instructor shows us "what." The use of visual cues gives the class a more party-like environment. If you are accustomed to verbal cueing, you might try minimizing the use of verbal cues and slowly switch to more visual cues.

Your choice of exact visual cues will vary from instructor to instructor. Clear and consistent cues will help your students understand exactly what to do. Within the music, you want to allow for adequate time to execute your cue before the next move has started. Depending on the genre of music and the tempo, you may need 4 or 8 beats ahead of the change.

Cueing is a skill just as dancing is a skill. It needs to be practiced to be perfected. When practicing your choreography for classes, make sure you practice your cueing signals so that it starts to become more consistent for you and your students.

Beto, the creator of the Zumba® program, relies mostly on visual cues. If your facility requires the use of a microphone, then you should abide by their rules. In large rooms and large classes, participants often rely on hearing the cues if they cannot see the instructor. Even in smaller classes, some instructors use the microphone as an extension of their voice, to protect their vocal cords.

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# **IX. Getting Started on Your Career**

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## **Path**

Now that you have taken your B1 training, here is a checklist of steps to get you started on the right path. Remember this is just a guide and can be taken at your own pace.

### **In the next week:**

1. Review your B1 materials and manual to solidify basic steps.
2. Start memorizing 1 song at a time from the My First Class<sup>®</sup> set (available only to ZIN<sup>™</sup> members)
  - Map out the music for each song using the Zumba<sup>®</sup> formula
  - Learn your music first as it will help when working on memorizing choreography
3. Practice cueing
  - After learning the routines, practice teaching while incorporating your cues
  - Inserting your cueing in your choreography helps with timing, consistency, and ensures the success of your students
4. Practice your choreographies with family and friends
  - This will help get over some of the nerves of teaching your first class
  - It will also help you refine your cueing skills
5. Marketing!
  - After you join ZIN<sup>™</sup>, access your ZIN<sup>™</sup> benefits and create your personal webpage on zumba.com

Download free social media assets & design your business cards easily on ZIN<sup>®</sup> Home

### **Week two: networking/job opportunities:**

1. Connect with ZIN<sup>™</sup> members in your area.
  - Get on the Zumba<sup>®</sup> forum and read the "newbies" section to get some questions answered, get some ideas on marketing, or to connect with people in your area.
  - Connect via social media. Connect with instructors about possibilities for getting on substitute lists, adding additional classes, team teaching, coming in a class to teach one or two songs, or being a part of larger events like a Zumbathon<sup>®</sup> or master class.
2. Facilities. There are numerous types of places you can teach Zumba<sup>®</sup> classes. Remember that a proper Zumba<sup>®</sup> class facility should have adequate space, proper flooring, good ventilation, and great sound. Some examples of options to teach Zumba<sup>®</sup> classes include: gyms/fitness centers, personal training locations, community centers, martial arts studios, dance studios, colleges, places of worship, night clubs, etc.
  - If you are a contractor or renting a space from a facility, you may have to be responsible for insurance, music system, handling your own check-in of students, promotions, and marketing. You may have the opportunity to charge different fees, have discount packages, or memberships.
  - Eventually some people choose to open their own space, business, or facility. Taking time to build up your clientele and establish yourself and your name in the community is a major key to the success of venturing out on your own.
3. Asking for a job and auditions.
  - Phone calls and face to face connections make a great impression when looking for a place to teach.

- If you work out at a gym or take classes somewhere, ask to speak with the aerobics director, fitness manager, or the person that handles the scheduling of classes. Let them know you are a LICENSED Zumba® instructor and are inquiring if there is a need for a Zumba® class or a need for substitutes.
- Most facilities will have you audition. Auditions are a typical aspect of the fitness hiring process. Be prepared to have an audition before getting hired.
- Different facilities have different arrangements for compensation. If you are unsure of what to charge, check out your market, speak with other instructors and decide where you fit in according to your level of experience.
- Always check with your employer on whether or not you are covered for liability and music licensing fees.

### **Some additional tips:**

1. Before you start teaching classes or events you should consider consulting with a tax and/or legal professional in your area to discuss any issues that might affect you, your income and your responsibilities as an employee or independent contractor. This becomes very important if an instructor decides to lease space or open an independent location. Be sure you know about your options concerning liability protection and all licensing needs.

2. Fitness Certifications. If you are not certified as a general group exercise professional, make it a goal to schedule a test within the next 6 months. There are many organizations that offer group exercise certifications in many different countries. Talking with different gyms or directors in your area and asking which ones are recognized at most places might help narrow down the right choice for you. Ensure you conform to the certification and regulations in your county.

3. Advertising. ZIN™ members can make flyers to post at their gym, advertise on social media about their upcoming classes, and build up the excitement about their first class or class sessions.

4. After you have been teaching for a little while, try to expand your skills to add more to your repertoire. Sign up for one of the additional Zumba® instructor trainings or e-learning courses to help improve your skills. Expand your horizons by attending these trainings.

5. ZIN™ choreography. After you become a ZIN™ Member, you will receive music and choreography each month. Start learning these routines as they come out or choose to play around a little with the choreography by adding some of your own steps, style, and flavor to the moves.



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# **X. Equipment Considerations**

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## **Sound System**

A great sound system is an essential and vital component of a Zumba® class since music establishes energy and excitement. If possible, make sure that the sound system has quality speakers to allow the delivery of clear sound, free from static. This is a must for a successful Zumba® class!

## **Facilities/Room**

Make sure the room is spacious, cool and well-ventilated to provide for a great class, to avoid injury, and to help with thermo heat regulation.

## **Apparel**

Participants should be advised to wear comfortable active clothing that is not restrictive and allows appropriate cooling for the thermoregulation of the body.

## **Footwear**

Instruct your students to wear appropriate and comfortable shoes, with plenty of cushion and support.

## **Floor surfaces**

Hardwood or gym floors are most ideal. If your facility has a carpeted floor, advise the participants to lift their feet more to minimize friction.

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# XI. Zumba® Instructor Support & Information

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## Maintaining Zumba® Instructor Status

Completion of this workshop entitles you to use “Zumba” in your class name and instructor title for 6 months. To remain a Zumba® instructor beyond the 6 months, you must participate in continuing education, per the normal industry standard. To obtain continuing education, you must either take another Zumba® Instructor Training Course or join ZIN™ (Zumba® Instructor Network). As long as you are a ZIN™ member in good standing, your license is active without having to take additional trainings. ZIN® is Zumba’s career development system. ZIN™ members can access their ZIN™ accounts online, where their own personal instructor card is stored. This card shows current status and can be printed at any time to give to an employer. Employers can also check zumba.com to verify instructors with active licenses.

Remember that obtaining your Zumba® license does not mean you have a fitness certification. We are strong believers in constant continuing education, as there is always more to learn, and more ways to improve as an instructor. We encourage all of you to go out and get a fitness certification as it will help give you the knowledge and confidence to be the best instructor you can be. Make sure to check with your country for rules and required certifications.

## Guidelines for Using Zumba’s Name, Mark and Logo

Any instructor who has completed an authorized Zumba® Instructor Training Course and whose certificate is current has permission to:

1. Name his or her class a “Zumba® class.”
2. Call himself or herself a “Zumba® Instructor.”
3. Use the word Zumba® on a class schedule.

ZIN™ members, who are in good standing with their ZIN™ membership, have greater privileges. These are outlined in the ZIN™ License Agreement or in the Do’s and Dont’s of ZIN™ Membership.

Your permitted uses of the Zumba Intellectual Property (i.e., the Zumba name, trademarks, service marks and logos) are set forth on your B1 Certificate of Completion of the Instructor Training Course or in the ZIN™ License Agreement for ZIN™ members.



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## **XII. References**

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