

Leader's Guide: Course Title

Version: #.#

Acknowledgements

We offer our thanks and appreciation to _____ for their help in developing this course.

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Getting Started**About This Guide****This Guide**

This leader guide is a master reference document to help you prepare for and deliver this class. It contains:

- Preparation notes
- Checklists of necessary materials and equipment
- A presentation script
- Instructions for managing questions, and instructional activities

**Guide Layout**

This guide is coordinated with a PowerPoint file. Every row in the script that begins with a number and slide title indicates that you should advance to a new slide. For build slides (with elements that appear in response to a click), the script includes a **<CLICK>** everywhere that a click should be made.



Direction

Throughout this guide are directions on how to facilitate:

ASK:—A specific question to ask. Use questions to make the class more of a discussion than a lecture.

Most questions are followed by,

YOU ARE LOOKING FOR: What follows that is what you should expect from participants. If you are not getting these responses, ask probe questions until you do, or suggest these answers yourself.

DO:—A direction to follow, such as call attention to a prop or facilitate a discussion.

DISCUSS:—Facilitate a discussion, asking probe questions is necessary.

EXPLAIN:—Content you are free to paraphrase in words you may find more comfortable or natural. Just don't skip any content. It's never a mistake to read this content word-for-word, but become familiar enough to do so mostly from memory.

SAY:—Words to say verbatim. Again, best from memory.



Icons

Rows in the script begin with an icon in the left margin that signals what to do and how to do it. For example, the icon to the left indicates advancing to the next slide. The title line describes the slide to show, followed by instructions. Margin icons are as follows

Welcome	Goal	Objectives/Key points	Trainee Guide
Break / Lunch	Time	PowerPoint	Role Play
Materials	Group Activity	Flipchart	Handouts
Question & Answer	Video	Case Study	Assessment

Class Preparation



Required Materials

- PowerPoint Presentation
 - Flip chart to write responses from the class
 - Course sign-in sheet, FN2250 or device for reading name badges
 - Laser pointer
-



Room Set-Up

Classroom style, or tables. Ensure easy and comfortable viewing of the videos.



Instructor Preparation

Familiarize yourself with the contents of this Leader Guide and the PowerPoint.

Visit the classroom ahead of time to ensure that the PowerPoint can be projected and the videos run.

Arrive 30 minutes before the class begins to set up and greet learners.



Program Duration

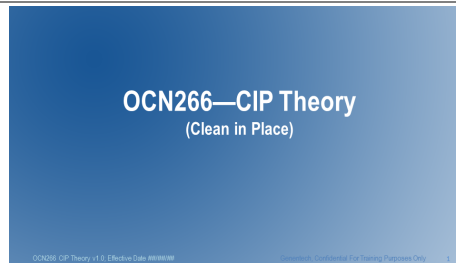
hours, including breaks as appropriate



Number of Participants

Up to #.

Introduction and Objectives

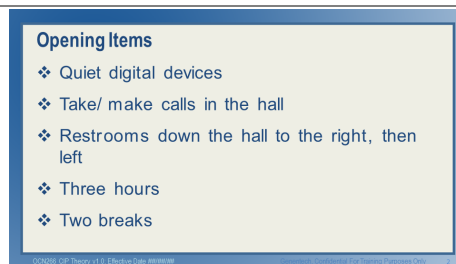


1. xxxxxxxx

xxxxxxx

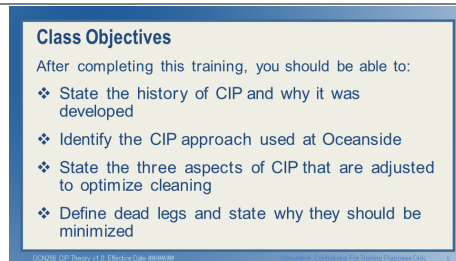
DO: Introduce yourself and have participants briefly state their:

- ◆ Name
- ◆ Job title or work area
- ◆ What they anticipate getting from the class



2. Housekeeping

DO: Read Opening Items from the slide.



5. Class Objectives

Exercise Title

READ: objectives.

EXPLAIN: At the end of this class you should be able to:

1. xxxxxx

Approval Matrix

Area of Responsibility	Approved By	Date
Materials Owner	Oceanside Technical Training	N/A
Subject Matter Expert		
OCN Technical Training		