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get access to our free facilitator guide template and learn how to create a facilitator guide that will work for any virtual instructor led training this guide was created to support army instructors who will teach in vl environments it can also be used as a part of a poi specific certification course to train instructors on how to teach in vl environments additionally the guide can be used as a resource for any army a well crafted facilitator guide typically includes several key elements session overview a high level summary of what the training will cover its duration and the intended audience learning objectives clear and measurable goals that participants should achieve by the end of the session creating a facilitator guide is a crucial step in preparing to deliver effective and engaging workshops or training sessions this guide serves as your roadmap ensuring that you cover all the necessary content and lead participants toward the intended learning outcomes not only does the table of contents tell us how to get to the key sections of our guidebook it displays the structural foundation of our training program and serves as an advance organizer for our facilitator and producer 2 instructor preparation section this is the study section of the facilitator guide 1 introduction the first page to include in your training manual is the welcome screen this screen should be a simple introduction to your company and the overall manual customize this training manual template and make it your own edit and download a great welcome page will introduce the training process in a clear and concise way to make sure that your instructor led training will be consistently successful the most important item is a well developed facilitator guide why do we need a facilitator guide a well constructed facilitator guide serves two main purposes study guide for facilitators and producers to prepare to lead the course culture canvas share the company culture with new trainees and transfers other templates from the community discover more ways to make meetings memorable faqs what is a facilitator guide think of a facilitator guide as an instruction manual for a training session meeting or project day one facilitator guide welcome introductions 30 mins description sections objectives materials at the top of the section provide a snapshot of the discussions or activities ahead section 1 duration section 2 duration section 3 duration after this section participants should be able to objective 1 objective 2 objective 3 it contains helpful information like course objectives and overview suggestions for timing ideas for additional engagement activities a course script they can use as a starting point as they deliver instruction further notes on the learning materials when do i need a facilitator s guide in our instructor guide you will find everything you need to know to use canvas as a teacher from creating assignments to managing course settings this sample document is intended to be used as a guide by a trained instructor for teaching a hands on class the instructor uses the outline to ensure that each class is similar in content and clearly communicates safety tool use and shop policy a side by side comparison of two different approaches to laying out facilitator notes to support instructor led training basic life support instructor essentials faculty guide august 3 2021 part 1 general concepts about this faculty guide welcome to the american heart association aha instructor essentials course this course will prepare instructor candidates to teach aha instructor led and blended learning course formats sample instructor

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this guide was created to support army instructors who will teach in vl environments it can also be used as a part of a poi specific certification course to train instructors on how to teach in vl environments additionally the guide can be used as a resource for any army

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a well crafted facilitator guide typically includes several key elements session overview a high level summary of what the training will cover its duration and the intended audience learning objectives clear and measurable goals that participants should achieve by the end of the session

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creating a facilitator guide is a crucial step in preparing to deliver effective and engaging workshops or training sessions this guide serves as your roadmap ensuring that you cover all the necessary content and lead participants toward the intended learning outcomes

key components of a facilitator guide great circle learning

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not only does the table of contents tell us how to get to the key sections of our guidebook it displays the structural foundation of our training program and serves as an advance organizer for our facilitator and producer 2 instructor preparation section this is the study section of the facilitator guide

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day one facilitator guide welcome introductions 30 mins description sections objectives materials at the top of the section provide a snapshot of the discussions or activities ahead section 1 duration section 2 duration section 3 duration after this section participants should be able to objective 1 objective 2 objective 3

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it contains helpful information like course objectives and overview suggestions for timing ideas for additional engagement activities a course script they can use as a starting point as they deliver instruction further notes on the learning materials when do i need a facilitator s guide

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this sample document is intended to be used as a guide by a trained instructor for teaching a hands on class the instructor uses the outline to ensure that each class is similar in content and clearly communicates safety tool use and shop policy

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sample instructor guide the instructor guide is designed to be a comprehensive tool for facilitating the course sample participant workbook the participant workbook contains information about the course resources and references resources for developing based training wbt nhi based training standards guide

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