

Module # - Module Name

Facilitator Guide
for Virtual Instructor Led Training

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About this Guide

This Facilitator Guide provides a master reference document to help both the facilitator *and* the producer to deliver (name of module). (Whatever else you want to say)

Have this guide printed and in front of you for all deliveries. It is imperative that the guide is printed in color in order to not miss important cues in the text.

What you will find in the guide

This Facilitator Guide is a comprehensive package that contains all facilitation materials for the New Hire Training program, including:

- checklists of necessary materials and resources (slides, web page addresses, etc.)
- presentation scripts and key points
- instructions for managing time and discussions
- guidelines for the Producer to support the Facilitator

The sessions are designed to keep participants interested and active with the technology, the facilitator and one another. Chat and verbal feedback should be encouraged. In preparation for each session, review the guide and enhance or adjust based on audience needs.

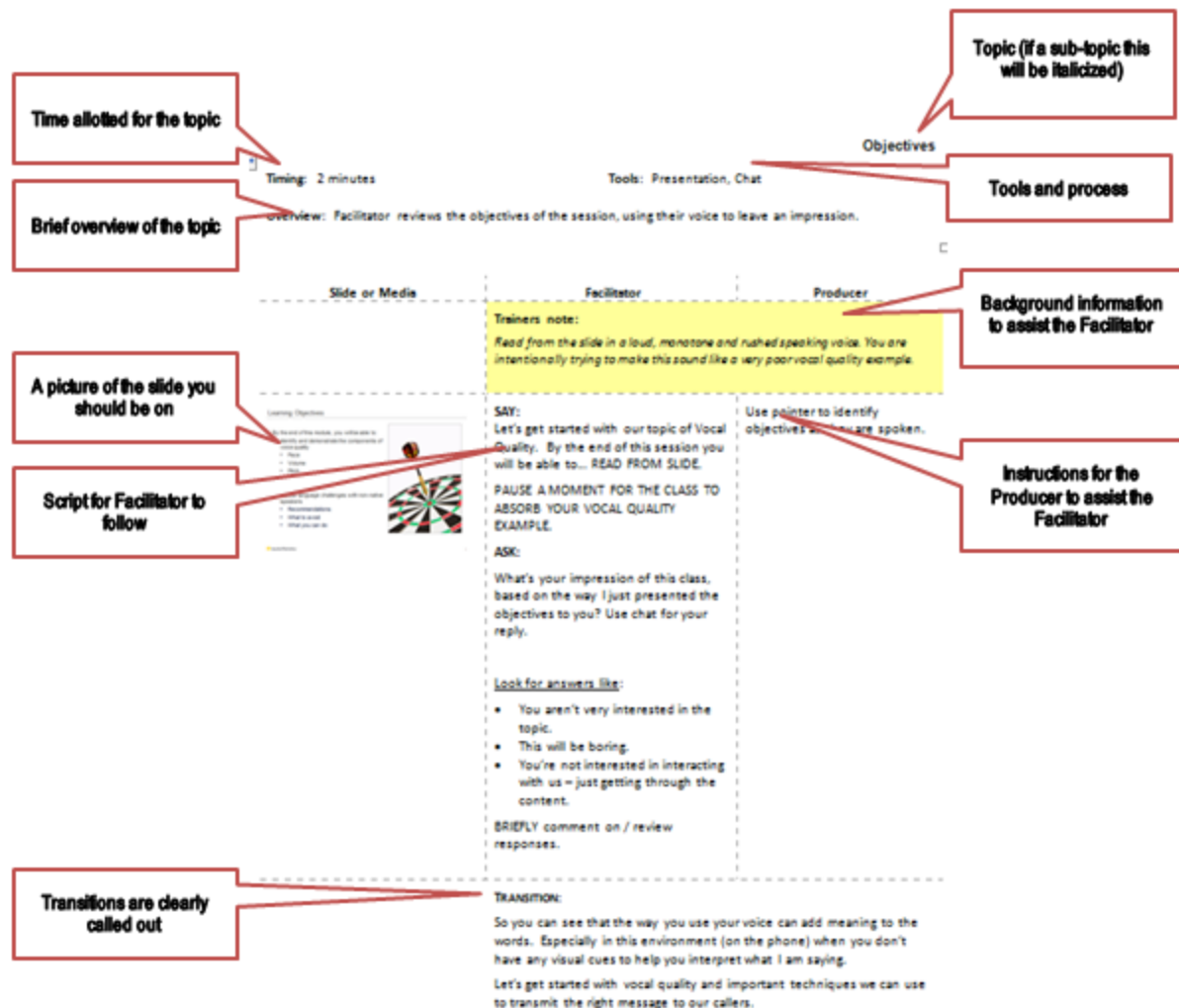
What you will NOT find in the guide

This guide assumes that the facilitator and producer are familiar with the synchronous delivery platform. This guide does not include technical directions for the technology.

See your Platform_Producer Guide.docx for assistance with the technology.

How the guide is laid out

The page format is arranged to assist you in facilitating, in the following ways:



Additionally, the text is laid out in each column "in the order" each individual speaks or performs a task. This helps to ensure a smooth delivery.

Note: The suggestions in the producer's column serve as a guideline. The producer should feel free to adjust the suggestions (such as use of a particular tool) in order to maintain attention or emphasize the facilitator's points.

Session Preparation

Prerequisite(s) (remove this and next line if not applicable)

Participants should have completed Scoreboard lesson: [name] prior to attending this session.

About this Session

What is it attempting to teach? (Learning goal)

At the conclusion of this module, participants will be able to...

- List the objectives

Preparing to Teach

- Review the guide and slides (preferably conduct the review while in your platform so that you can get used to the delivery environment while you are reviewing)
- Add hand-written notes to the Facilitator Guide (such as questions to ask or anecdotes to share) to make the delivery your own
- Practice with your producer so that you are each aware of your responsibilities and timing
- Practice using the Platform tools as they are called for, so that you are confident in their execution (and so that you know who will execute the tool – remember that the person presenting/sharing has control of what is seen in the class)
- Update slides and Facilitator Guide as necessary – see Appendix for any requirements

Session Checklist

- Create/ Load / Share slides and polls as needed
- Test any URLs and application sharing at least 45 minutes prior to class, as applicable
- Anything additional?

Session Overview (heading 2, Heading 1_1)

To insert more rows: put your cursor in a row, right click, choose Insert Row Above or Row Below. Remove this instruction.

Topic / Subtopic	Slides	Tools	Timing
Warm Up			:10 minutes prior to official start of class
			XX minutes
			XX minutes
			XX minutes
			XX minutes
			XX minutes
Wrap Up + Next Steps			
		TOTAL:	xxxx

Warm Up (heading 3)

Timing: 10 minutes *before* official start

Tools: List any tools or methodology used, such as Annotation, Poll, Discussion

Overview: Give a brief overview of what is happening during this time, such as The Warm Up is intended to get learners focused on the topic and used to engaging with the technology, the facilitator, and one another.
Put one more carriage return after last line of text

Slide or Media	Facilitator/Trainer	Producer/Technical
Re-size picture to 2.1 wide; height will self-adjust		
	<p>TRANSITION: Start the transition text here. Put one more carriage return after the last line of text.</p>	
	<p>TRAINER'S NOTE: Copy this row and drop it in the table where you need it. Delete this row if unneeded. (10 pt font – intentionally)</p>	

Subtopic (Heading 4)

Slide or Media	Facilitator	Producer

TRANSITION:

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TRAINER'S NOTE:

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Delete this row if unneeded.



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