Add a picture to represent the topic

Course Title

**Trainer’s Guide**

**How to use this Guide**

This guide has been produced to allow you to run an interactive workshop on **[topic]**. ***Add a synopsis of why this topic is important***.

This guide assumes that an experienced trainer is running the sessions. As such, it is not intended as a script, but instead a series of instructions and information that form the basis of an interactive session that is a mixture of:

* Tutor input with slides
* Group discussions
* Individual and group activities

To allow you to run the session easily, the following symbols have used in this guide:

|  |  |  |  |
| --- | --- | --- | --- |
| j0433793 | Trainer input | j0433813 | Individual activity |
| j0433814 | Group discussion | j0433807 | Group activity |

A delegate workbook and optional Powerpoint slides have been produced to support this session.

**Equipment and Support Material Required**

|  |  |
| --- | --- |
| **Trainer’s Responsibility** | **Organiser’s Responsibility** |
| * Tutor Guidelines
 | * Training Room
 |
| * Powerpoint Slides (Optional)
 | * Flipchart stand, paper and pens
 |
| * Delegate Workbook
 | * LCD Projector (Optional)
 |
| * Handouts:
 | * Laptop (Optional)
 |
| * List
 | * Pens and paper for each delegate
 |
| * List
 | * Name cards
 |
| * List
 | * Syndicate room or break-out area (am)
 |
| * List
 |  |
| * Post-it Notes
 |  |
| * Koosh/Juggling Balls
 |  |
| * Stickers to write on
 |  |
|  |  |
| **Pre-Course Work** ***Summarise the pre-course work here.*** |

| **Time** | **Activity** | **Key Points** | **Supporting Material or Visual Aid** |
| --- | --- | --- | --- |
| 9:00 | j0433793 | Welcome delegates to the session and then:* + Introduce yourself, and the topic of the workshop.
	+ Explain the health and safety matters relevant to the room (e.g. fire escapes, fire drill procedures).
	+ Run through any domestic issues (e.g. location of toilets, arrangements for refreshments).
	+ Outline the start and finish times of the session, and time of planned breaks.
	+ Ask delegates to switch off their mobile phones/laptops/blackberries.
 | Slide 1Slide 2 |
|  | j0433813 | **Introduction Exercise** Outline a relevant ice-breaker.Thank delegates for their contributions, and then run through the objectives for the session as described on the slide and identify any personal objectives for the day.Explain the purpose of the workbook i.e. it is a way of providing reference material for delegates to keep, and allows them to make notes in relevant places if they want to. Stress that we will not be working through it page by page, but they will directed to specific pages if required. | Slide 3 |
| 9.20 |  | **Section 1 – TITLE**Introduce your topic – Include information to help people ACQUIRE key knowledge | Slides 4-5 |
| 9.30 |  | **Activity to explore your Topic**Describe an exercise that will enable delegates to Sift for Meaning and that will Trigger the memory (and Maybe Exhibit the Learning)Remember to describe in detail what the facilitator must do. | List handouts/ equipment here |
| 9.50 |  | **Debrief**Explain how the activity should be debriefed and what the learning points to bring out. This can act as a mechanism to Exhibit the Learning or a mini Review. |  |
| 10.00 |  | **Section 2 – Title**Etc etc |  |
| **10:45** |  | **BREAK** |  |
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| **12:30** |  | **LUNCH** |  |
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| **16:30** |  | **END OF SESSION** |  |