[Name of Course]

COURSE NAME - Subtitle
Facilitator Guide

<Date of Publication (Month spelled out + Day + Year)>
Course code: <Course Code>

This content of this Facilitator Guide is identical to the Learner Guide to simplify versioning and incorporate rapid design strategies .

This type of FG is for facilitators who are also subject matter experts and do not require extensive guidance.

When needed, a Notes section can be used to insert notes to guide the Facilitator. These notes are formatted as "hidden text" when this document serves as a Learner Guide. The notes are formatted as normal text when the document serves as a Facilitator Guide.

Table of Contents

DRAFT

About This Learner Guide

In keeping with Company Name commitment to provide best-in-class learning solutions to its employees, this Learner Guide is designed to support the following forms of learning:

- Classroom facilitated learning
- Lab activities
- Virtual facilitated learning
- On-the-job learning and performance demonstration

Reference Materials

Reference materials are available from the following locations:

- Knowledge site URL

Symbols Used in This Workbook

	Hands-on activity ("Activity")		For your reference
	Instructor demonstration ("Demo")		Your notes
	Scenario		Question
	Note		Answer

Course Overview

Course Schedule

Module Title	Method	Day	Duration
Course overview	Classroom	Day 1	2 hours
Module 1 Title	Classroom	Day 1	6 hours
Module 2 Title	Lab	Day 2	4 hours
Module 3 Title	OJT	Day 2	4 hours
		Total Module Time	**16 hours**

Course Objectives
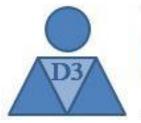
Upon completion of this course, you will be able to:

- These objectives are terminal objectives – a representation of the entire course.
- List Course 1 goal
- List Course 2 goal
- List Course 3 goal

Audience
- Job Role

Prerequisite Courses
<List course name or names, if applicable. Remove this line if not applicable. >

Course Name:
Module 1 Title

Module Title

Module Duration

<Indicate total course duration in hours>

Module Objectives

Upon completion of this course, you will be able to:

- These objectives are terminal objectives – a representation of the entire module.
- Define objective 1.
- Explain objective 2.
- Describe objective 3.
- List objective 4.

Lessons in This Module
- Lesson 1 Title
- Lesson 2 Title

Lesson 1 Title

Notes	Estimated Learning Time
	1 hour

Notes

This Facilitator Guide may also function as a Learner Guide by placing Facilitator Notes in these "Notes" boxes. The text may be formatted as "hidden" to print the Learner Guide, and reformatted to display for the Learner Guide.

Estimated Learning Time

1 hour

Learning Objectives

After completing this lesson, you will be able to:

- List objective 1.
- List objective 2.

Topics:
- Topic 1: Title
  - Subtopic Title
  - Subtopic Title
  - Subtopic Title
- Topic 2: Title
  - Subtopic Title
  - Subtopic Title
  - Subtopic Title

Topic 1: Title

Introduce your topic here. Keep these intro paragraphs brief. More explanation can be provided for the instructor to present in the Facilitator Notes.

Notes

Subtopic Title
- Bullet 1
- Bullet 2
- Bullet 3

Another Subtopic Title
- Bullet 1
  - SubBullet 1
    - SubSubBullet 1
    - SubSubBullet 2
  - SubBullet 2
- Bullet 2

Paragraph Heading (bold/initial caps)

Body text for paragraphs and sentences.

Title of image

Lesson Activity

? Sample question?

!

_____

_____

_____

_____

_____

_____

_____

_____

? Match each of the following items ...

!

Phrase	Possible Answers
Sample phrase	
Sample phrase	_____
Sample phrase	_____
Sample phrase	_____
Sample phrase	_____
Sample phrase	_____
Sample phrase	_____

Notes:
Faciltator Guide includes Activity Answers and Debrief suggestions here.

? Sample question?

!
1. _____

_____

_____

2. _____

_____

_____

? Sample Question?

!
1. _____
2. _____
3. _____
4. _____

Notes:
Faciltator Guide includes Activity Answers and Debrief suggestions here.

Module Summary

Notes

What You've Learned

- Bullet list of topics

My Key Take-aways

What do you want to remember from this module?

Davenport Design & Development

Course Name:
Module 2 Title

Module Title

Module Duration

<Indicate total course duration in hours>

Module Objectives

Upon completion of this course, you will be able to:

- These objectives are terminal objectives – a representation of the entire module.
- Define objective 1.
- Explain objective 2.
- Describe objective 3.
- List objective 4.

Lessons in This Module
- Lesson 1 Title
- Lesson 2 Title

Lesson 1 Title

Notes

Estimated Learning Time

1 hour

Learning Objectives

After completing this lesson, you will be able to:

- List objective 1.
- List objective 2.

Topics:
- Topic 1: Title
  - Subtopic Title
  - Subtopic Title
  - Subtopic Title
- Topic 2: Title
  - Subtopic Title
  - Subtopic Title
  - Subtopic Title

Topic 1: Title

Introduce your topic here. Keep these intro paragraphs brief. More explanation can be provided for the instructor to present in the Facilitator Notes.

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Subtopic Title
- Bullet 1
- Bullet 2
- Bullet 3

Another Subtopic Title
- Bullet 1
  - SubBullet 1
    - SubSubBullet 1
    - SubSubBullet 2
  - SubBullet 2
- Bullet 2

Paragraph Heading (bold/initial caps)

Body text for paragraphs and sentences.

Title of image

Lesson Activity

?

!

Sample question?

_____

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?

!

Match each of the following items ...

Phrase	Possible Answers
Sample phrase	_____
Smple phrase	_____
Sample phrase	_____
Sample phrase	_____
Sample phrase	_____
Sample phrase	_____

Notes:
Faciltator Guide includes Activity Answers and Debrief suggestions here.

? Sample question?

!
1. _____

_____

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2. _____

_____

_____

? Sample Question?

!
3. _____
4. _____
5. _____
6. _____

Notes:
Faciltator Guide includes Activity Answers and Debrief suggestions here.

Module Summary

Notes

What You've Learned

- Bullet list of topics

My Key Take-aways

What do you want to remember from this module?

Appendix

Glossary

Term	Definition
Term	Definition
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References/Resources

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