



Corporate Banner Here

[Name of Course]

COURSE NAME - Subtitle  
Learner Guide

*Corporate logo here*

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

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# 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
<b>Total Module Time</b>			<b>16 hours</b>

## 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**



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# 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

This Learner Guide may also function as a Facilitator 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?



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Match each of the following items ...



Phrase	Possible Answers
Sample phrase	<hr/>
Sample phrase	<hr/>
Sample phrase	<hr/>
Sample phrase	<hr/>
Sample phrase	<hr/>
Sample phrase	<hr/>

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*Notes:*  
*Facilitator Guide includes Activity Answers and Debrief suggestions here.*

---



Sample question?



1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Sample Question?



1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

---

*Notes:*

*Facilitator 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?

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**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

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## 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.

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?



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Match each of the following items ...



Phrase	Possible Answers
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Smple phrase	<hr/>
Sample phrase	<hr/>
Sample phrase	<hr/>
Sample phrase	<hr/>
Sample phrase	<hr/>

Notes:

*Facilitator Guide includes Activity Answers and Debrief suggestions here.*



Sample question?



1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Sample Question?



3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

---

*Notes:*

*Facilitator Guide includes Activity Answers and Debrief suggestions here.*

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## Module Summary

Notes

### What You've Learned

- Bullet list of topics

### My Key Take-aways

What do you want to remember from this module?



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## Appendix



## Glossary

<b>Term</b>	Definition
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## References/Resources

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