Exercise 3: Work with the Module Page

Cumulative time: 0 hours, 3 minutes

Time to complete this lesson: 3 minutes

Add content to the Module Overview page to go from this:

To this:

Exercise 3: Work with the Module Page

Quick Steps:

1. Take a moment to look at and read what's on the **Introduction module page**

   a. This page provides the facilitator with an overview of what he/she will be doing to run just this portion of the training program.

2. Under the word **Goal**, select the yellow text and type in:

   a. *Build consistently organized and professionally formatted Facilitator Guides using LeaderGuide Pro.*

3. In the **Time to complete** block, do not type anything.

4. Under the word **Overview**, select the yellow text and type in:

   a. *Welcome participants, review the agenda and learning objectives and run the ice breaker.*

5. Under **Materials Needed**, select the yellow text and type in:

   a. *Participant Workbooks*

   b. **Press Enter** to create a new bullet point and type in Ice Breaker Game

6. Under **References and Resources**, select the yellow text and type in:

   a. *Download Ice Breaker Game from Central Learning portal*

NOTE:

- If the yellow highlighting doesn't clear itself, you can remove it using Word's Text Highlight Color function.

Detailed Steps

- Use the detailed steps that follow for more guidance.

Exercise 3: Work with the Module Page, continued

Take a moment to look at and read what's on the Introduction module page

Facilitator Guide	New Module

New Module

Goal

[In 75 words or less describe the module's goal and objective.]

Time to complete: ### hours, ## minutes

Number of lessons: ##

Overview

[In 50 words or less describe what occurs in the module]

Materials Needed

■ [List of required materials]

References and Resources

■ [List of references and resources]

- The **Module Overview page** provides the facilitator with essential information about what is required to run just this portion of the training program.
- When using **LeaderGuide Pro**:
  - **Modules** represent **level 1 topics** in your course outline.
  - **Modules** address **terminal learning objectives**.

Exercise 3: Work with the Module Page, continued

2

In the Goal block:

Goal

[In 75 words or less describe the module's goal and objective.]

■ Select the yellow text and type in:

– Build consistently organized and professionally formatted Facilitator Guides using LeaderGuide Pro.

3

In the Module Time block:

Time to complete: ### hours, ## minutes

Number of lessons: ##

■ Do not type anything.

– You will be adding Lesson times on your Lesson pages.

– And **LeaderGuide Pro** will add up the time and number of Lessons and fill in this information for you.

Exercise 3: Work with the Module Page, continued

④

In the Overview block:

Overview

[In 50 words or less describe what occurs in the module]

- Select the yellow text and type in:
  - Welcome participants, review the agenda and learning objectives, and run the ice breaker.

⑤

In the Materials Needed block:
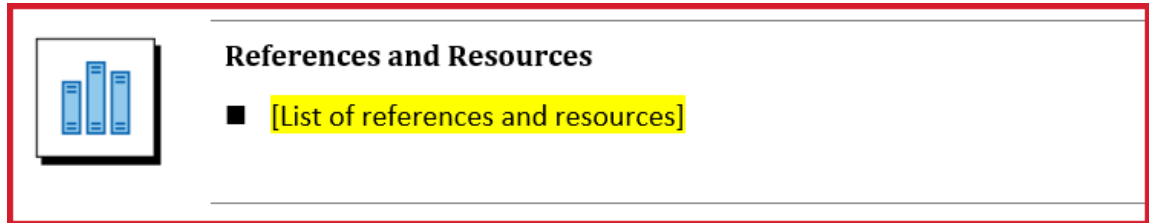
Materials Needed

- [List of required materials]

- Select the yellow text and type in:
  - **=pw**
  - Press **Enter** and **=pw** will **expand** to **participant workbook**
- Press **Enter** again to create a new bullet point, and type in:
  - Ice Breaker Game

Exercise 3: Work with the Module Page, continued

In the References and Resources block:

References and Resources

- [List of references and resources]

- Select the yellow text and type in:
    - Download Ice Breaker Game from Central Learning portal

If you need more help:

- **Chat** with us at **https://www.greatcirclelearning.com**
- **Contact Us** from **https://www.greatcirclelearning.com/contact**
    - The Contact Us form allows you to attach a file if you need us to look at something
- **Email** us at **info@GreatCircleLearning.com**
- **Call** us at 239-389-2000