



THREE RESOURCES ONE LEARNING SYSTEM:

The Pillars of Effective ILT



Participant Material

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LEARNING

Three Resources One Learning System

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Revision Date 10/8/2026

Acknowledgements

Three Resources. One Learning System: The Pillars of Effective ILT and the ***ILT Triumvirate Health Check*** were developed by Pat Michaels and Great Circle Learning to help learning professionals align facilitator guides, participant guides, and presentation slides into one connected learning system.

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Overview

Purpose



Why a “Three Resources One Learning System” session?

Effective instructor-led training requires more than a strong slide deck. This session helps participants understand how facilitator guides, participant guides, and presentation slides perform distinct roles while working together to create a learning experience that is easier to deliver, more engaging to attend, and more consistent across the organization.

Why It Matters to Each Audience

- **For the facilitator:** Provides clear guidance that reduces guesswork, improves preparation, and supports confident, consistent delivery.
- **For the learner:** Creates a more engaging experience with meaningful activities, space for reflection, and resources that remain useful after the session.
- **For the organization:** Produces a repeatable learning system that supports consistency across facilitators, sessions, audiences, and locations.



Why are you excited for this session?

Learning Objectives



By the end of the session, participants will be able to:

- Identify the three resources that form the ILT Triumvirate.
- Define the primary purpose of the facilitator guide, participant guide, and presentation slides.
- Recognize common problems that occur when one resource is missing, underdeveloped, or asked to do too much.
- List the four types of alignment needed across ILT resources: content, sequence, terminology, and instructional alignment.
- Recall the four questions used to review whether the three resources support the same instructional moment.



What are you hoping to learn during this session?

[illegible]

The Pillars of Effective ILT

The Three Pillars



Facilitator Guide

The facilitator guide helps the trainer prepare before the session and deliver the course effectively in the moment.

Before the Session

A facilitator guide helps the trainer:

- Understand the course purpose and learning objectives
- Review the course structure and instructional flow
- Prepare examples, activities, and demonstrations
- Organize materials and technology
- Review timing, transitions, and debriefs

During the Session

A facilitator guide helps the trainer:

- Explain the content
- Facilitate, ask questions and debrief activities
- Show the correct slide
- Refer participants to the correct page
- Emphasize key takeaways
- Transition between topics



Capture Your Notes

The Three Pillars



Presentation Slides

Presentation slides provide visual support for the material being covered. They are not the material itself.

Effective Slides Help Learners

- Focus their attention
- Understand complex ideas
- See models, processes, and relationships
- Follow concise activity instructions
- Participate in discussions
- Remember important concepts

Slides Should Not

- Contain the facilitator's entire script
- Reproduce pages of source content
- Replace explanation, discussion, or practice
- Function as the participant guide
- Carry the entire learning experience



Capture Your Notes

The Three Pillars



Participant Guide

The participant guide supports the learner during the session and provides a resource that can be used after the training ends.

During the Session

A participant guide can provide:

- Activity instructions
- Scenarios and case studies
- Worksheets and assessments
- Reflection prompts
- Space for notes and ideas
- Opportunities to connect the content to the learner's work

After the Session

A participant guide can provide:

- Key takeaways
- Checklists and job aids
- Selected slide images
- Process steps and reference information
- Personal notes
- Action plans and next steps



Capture Your Notes

Aligning Your Pillars



Four Types of Alignment

Creating all three resources does not automatically create a coordinated learning system. The resources must also be aligned.

Content Alignment

Do the resources communicate the same accurate information?

Sequence Alignment

Do topics, examples, activities, and visuals appear in the correct order?

Terminology Alignment

Do the resources use the same names, labels, models, and language?

Instructional Alignment

Does each resource provide the support needed for the same instructional moment?



Four Questions to Ask

Use these questions when developing or reviewing any topic, activity, or section of an ILT course:

- What does the facilitator need?
- What does the learner need?
- What should everyone see?
- Do all three resources support the same instructional moment?



Capture Your Notes

Aligning Your Pillars



Signs of a Shaky Learning System

Your ILT system may need attention when:

- The facilitator must recreate or interpret missing information
- One facilitator delivers a different experience from another
- Slides contain most or all of the course content
- The facilitator reads the presentation aloud
- Learners watch but rarely participate
- Participants do not use the participant guide
- Activities lack clear facilitation or debrief instructions
- Page and slide references are incorrect
- Resources use inconsistent terminology or models
- Learners have little reason to use the materials after the course



Capture Your Notes

[illegible]

Quick Health Check

ILT Triumvirate Quick Health Check

Course or program being reviewed: _____

Reviewed by: _____

Date: _____

Use this quick health check to evaluate whether your facilitator guide, participant guide, and presentation slides are working together as one coordinated learning system.

Rating Scale

- **Yes:** Consistently supports the learning experience
- **Partially:** Present, but incomplete or inconsistent
- **No:** Missing or not currently effective
- **Not Sure:** Additional review is needed

1. Facilitator Guide

Does it support preparation and consistent delivery?

Health Check Statement	Yes	Partially	No	Not Sure
A qualified facilitator can prepare without reconstructing the course or guessing at the designer’s intent.	☐	☐	☐	☐
Activities include clear instructions for setup, facilitation, timing, and debriefing.	☐	☐	☐	☐
Talking points, questions, examples, transitions, and key takeaways are easy to locate during delivery.	☐	☐	☐	☐

Quick Reflection

Where might the facilitator still need to guess, interpret, or recreate information?

2. Presentation Slides

Do they provide meaningful visual support?

Health Check Statement	Yes	Partially	No	Not Sure
Each slide has a clear instructional purpose.	☐	☐	☐	☐
Slides support the facilitator rather than duplicate everything the facilitator says.	☐	☐	☐	☐
Visuals help learners see, understand, or remember important ideas.	☐	☐	☐	☐

Quick Reflection

Which slide or section may be trying to carry too much of the learning experience?

3. Participant Guide

Does it support learners during and after the session?

Health Check Statement	Yes	Partially	No	Not Sure
Learners use the guide meaningfully during activities, discussions, or reflection.	☐	☐	☐	☐
The guide provides space for learners to capture notes, ideas, decisions, and next steps.	☐	☐	☐	☐
Learners have a practical reason to reopen the guide after the course.	☐	☐	☐	☐

Quick Reflection

After the course, learners would reopen the participant guide when they need to:

4. Alignment Across the Three Resources

Do the resources work as one learning system?

Health Check Statement	Yes	Partially	No	Not Sure
Terminology, models, examples, and key messages are consistent across the resources.	☐	☐	☐	☐
Participant guide page references and presentation slide references are accurate.	☐	☐	☐	☐
Activities are supported by facilitator directions, participant materials, and necessary visuals.	☐	☐	☐	☐
Together, the three resources create one coordinated learning experience.	☐	☐	☐	☐

The Four Alignment Questions

Use these questions when reviewing any course topic, activity, or instructional moment:

- What does the facilitator need?
- What does the learner need?
- What should everyone see?
- Do all three resources support the same instructional moment?

Notes

Action Plan

Diagnose & Strengthen Your System

Your ILT Triumvirate Profile

Which pillar is currently the strongest?

- ☐ Facilitator Guide
- ☐ Participant Guide
- ☐ Presentation Slides
- ☐ Alignment Across the Resources
- ☐ Not Sure

What makes it strong?

Which pillar needs the most attention?

- ☐ Facilitator Guide
- ☐ Participant Guide
- ☐ Presentation Slides
- ☐ Alignment Across the Resources
- ☐ Not Sure

What evidence led you to this conclusion?

What Is the Effect?

What could happen if the weakness or misalignment is not addressed?

Check all that apply:

- ☐ Facilitators must guess or recreate missing information.
- ☐ Delivery varies across facilitators, sessions, or locations.
- ☐ Slides contain too much of the course content.
- ☐ Facilitators read from the slides instead of facilitating learning.
- ☐ Participants are asked to watch rather than actively engage.
- ☐ Activities are difficult to facilitate or complete.
- ☐ Learners do not use the participant guide during the session.
- ☐ Learners have little reason to use the materials after the session.
- ☐ References, terminology, instructions, or models are inconsistent.
- ☐ Important ideas are not adequately reinforced.
- ☐ Course updates are difficult to apply across all three resources.
- ☐ Other: _____

Choose Your Priority Improvement

The Problem

The most important problem I want to address is:

The Change

The specific change I will make is:

Examples:

- Add missing facilitator instructions
- Clarify how to conduct and debrief an activity
- Replace text-heavy slides with purposeful visuals
- Correct page and slide references
- Standardize terminology across the resources
- Add reflection and note-taking space
- Create a post-course checklist or job aid
- Align an inconsistent model across all three resources
- Add a missing participant or facilitator resource

The Benefit

This change will help:

- ☐ Facilitators prepare more confidently
- ☐ Facilitators deliver more consistently
- ☐ Learners participate more actively
- ☐ Learners understand the material more clearly
- ☐ Learners apply the training after the session
- ☐ The organization maintain and update the course
- ☐ Other: _____

Evidence of Success

I will know the change helped when:

Final Commitment

One step I will take to strengthen this ILT learning system is:

Keep This in Mind

- The facilitator guide supports preparation and consistent delivery.
- The presentation slides support understanding and visual recall.
- The participant guide supports engagement, reflection, and application.

Three Resources. One Learning System.

Stop building three separate files. Start designing one connected learning experience.

Continue the Conversation

Contact Great Circle Learning



Feel Free To Reach Out

Are your facilitator guides, participant guides, and slides working together as one learning system? Great Circle Learning can help you evaluate your current approach, strengthen alignment, and explore tools that make ILT development easier and more consistent.

- Email: patmichaels@greatcirclelearning.com
- Phone: (781) 754-0846
- LinkedIn: [View Profile](#)
- Online: [Contact Great Circle Learning](#)



Additional Steps:

- Review additional resources on the [Great Circle Learning](#) website
- Download the [LeaderGuide Pro free trial](#)
- [Schedule a demo](#) or [support session](#) to explore tools that can streamline guide creation.



QR Codes

<u>GCL Website</u>	<u>LGP Free Trial</u>	<u>Schedule Demo</u>	<u>Support Session</u>
			