



Build the Best Facilitator Guide from PowerPoint Slides

Participant Guide

Build the Best Facilitator Guide from PowerPoint Slides

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Acknowledgements

This program was designed and developed by Great Circle Learning.

How to Contact Great Circle Learning

info@greatcirclelearning.com

(239) 389-2000

www.greatcirclelearning.com

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Table of Contents

Overview	1
Purpose	1
Learning Objectives	2
August 25th Session	3
Introduction	3
What is a Facilitator Guide?	5
Consistency, Formatting & Information	7
Building a Facilitator Guide with LeaderGuide Pro	11
Next Steps	13

Overview

Purpose



Why are we hosting “Build the Best Facilitator Guide from PowerPoint Slides”?

This complimentary session has been designed and developed to introduce the participants to strategies, processes and tools that will allow them to maximize their time and effort in building training materials.

In doing so, the participants will learn to create more consistency in both the development and delivery, increase productivity, and reduce the time and money needed to build the training materials.



Why did you choose to attend this session?

Learning Objectives



Learning Objectives

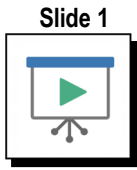
- Identify the key responsibilities of a facilitator guide.
 - State the importance of consistency, formatting and information in the development & delivery of facilitator guide materials.
 - Recognize the productivity and development enhancements that LeaderGuide Pro offers in the construction of facilitator guides.
-



What do you hope to learn from this session?

August 25th Session

Introduction



Capture Your Notes

Introduction

Slide 2



Agenda



What is a Facilitator Guide?



Defining the Best?



Development vs Delivery



Building a Facilitator Guide



Next Steps

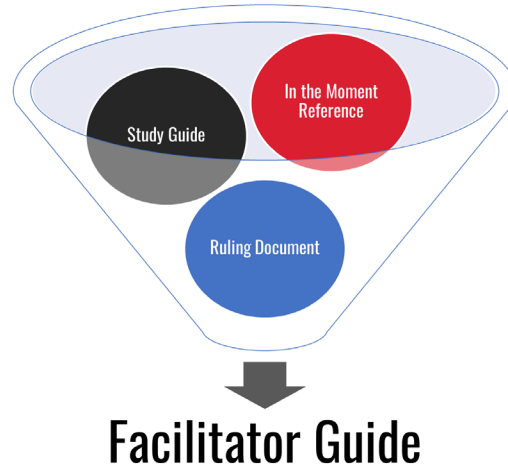
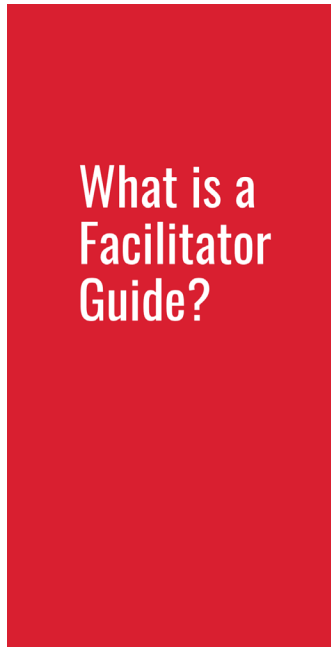


Q&A



Capture Your Notes

What is a Facilitator Guide?



Study Guide

In the Moment Reference

Ruling Document

What is a Facilitator Guide?



More Information

These two articles dive deeper into facilitator guides and what key components should be included in them.

Facilitator Guides – An Introduction

<https://www.greatcirclelearning.com/blog/facilitator-guides-an-introduction>

Key Components of a Facilitator Guide

<https://www.greatcirclelearning.com/blog/key-components-of-a-well-constructed-facilitator-guide>

Feel free to reach out with any questions.

Consistency, Formatting & Information

Slide 4



Defining the Best...

CFI:

Consistency Formatting Information



Capture Your Notes

Consistency, Formatting & Information

Slide 5



Consistency
Formatting
Information

Delivery

Development



Consistency, Formatting & Information

Each play a distinct role in the development of materials as well as in the delivery by the instructor.

Consistency, Formatting & Information

Consistency

Formatting

Information

Consistency, Formatting & Information

Slide 6



Example

Lesson Example

Time: 10 Minutes

[Show Slide 1](#)

Say:

Thank you for joining me today. My name is Pat Michaels. I am the Director of Business Development at Great Circle Learning.

Discuss the four key steps in food safety



Slide 7



Example

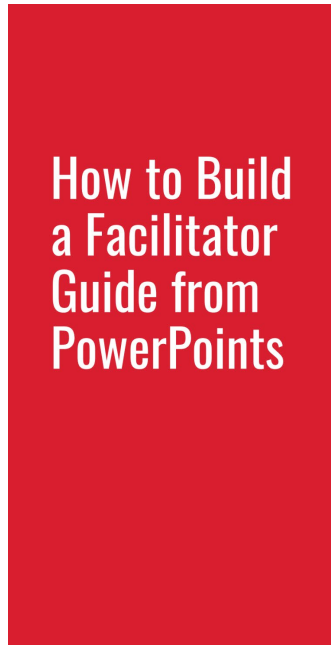
Lesson Example

	Facilitator	Notes
	Cumulative time: xxx Time to complete this lesson: 10 minutes	
	Say something like: Thank you for joining me today. My name is Pat Michaels. I am the Director of Business Development at Great Circle Learning.	
	Ask the Class What are the four key steps in food safety?	Listen For: 1. Clean 2. Separate 3. Cook 4. Chill
	Clean <ul style="list-style-type: none"> ■ Germs can survive in many places and easily spread ■ Wash your hands for 20 seconds with soap and water <ul style="list-style-type: none"> – Before, during, and after food prep ■ Wash utensils, cutting boards, and counter tops with hot soapy water ■ Rinse fresh fruits and vegetables under running water 	



Building a Facilitator Guide with LeaderGuide Pro

Slide 8



What is LeaderGuide Pro?

LeaderGuide Pro offers automated facilitator guide templates that help you develop instructor-led training 50% faster

More information is available here:

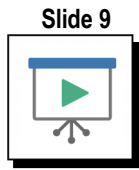
<https://www.greatcirclelearning.com/leaderguide-pro>

Building a Facilitator Guide with LeaderGuide Pro



Capture Your Notes

Next Steps



Next Steps

Review & Refresh

Install & Try

Make a Plan for
Success



Follow these next steps to help you implement what you learned today

Review & Refresh

You will be able to access the recording and handout from today's session here:

<https://www.greatcirclelearning.com/post-session-build-the-best-facilitator-guides>

Install & Try

Download, install and try LeaderGuide Pro for free here:

<https://www.greatcirclelearning.com/free-trial>

Make a Success Plan

Let me guide you through the strategic process of applying these concepts. You can schedule time with me here.

<https://calendly.com/patmichaels/build-a-facilitator-guide-from-powerpoints-coaching-session>

Next Steps



What question do you have?

Next Steps

Slide 11



Contact



patmichaels@greatcirclelearning.com



781-754-0846



www.linkedin.com/in/patrick-j-michaels



Feel Free to Contact Me Directly

Email: patmichaels@greatcirclelearning.com

Phone: (781) 754-0846

LinkedIn: www.linkedin.com/in/patrick-j-michaels/

Website: www.greatcirclelearning.com