



It's No Multi-Purpose Tool!

Whenever we ask a prospective client about the existence of a leader's or facilitator's guide, the answer is almost always, "We make a copy of the PowerPoint slides and make notes on it!"

Sadly, this is NOT a facilitator's guide.

A copy of a slide deck is a copy of your visuals. Period.

To effectively support any medium of training, a facilitator's guide must be crafted by someone who has been trained in instructional design.

What is a facilitator's guide?

It is literally a roadmap for the instructor to ensure learning objectives are met in a way that knowledge and skills can be effectively transferred back to the job (our whole purpose of conducting training). It is essential to the success of the project, no matter what the learning method: ILT, VILT, asynchronous, on the job, etc.

What goes into a facilitator's guide?

A good facilitator guide has many components:

- 1. The Overview.** Included here are instructional objectives, a description of the business need for the training, target population statement, supplies checklist, job aids or tools needed for the training, and any other background information the facilitator may need to be successfully prepared.
- 2. The Roadmap.** This is usually in the form of a table or columns where the topic/activity is described (along with the objective it is crafted to address), the time it takes to conduct the activity, appropriate visual support, processing questions and

any supplies that are needed for the segment of training.

3. Supplemental and Follow Up Material. Provide some additional customization for specific audiences, examples and activities or supplemental material that the instructor can pull from as needed. Suggestions for pre-work and follow up for supervisors should also be included for smooth transition of skills/knowledge back to the workplace.

A leader's guide can take on many forms too, depending upon various factors such as experience level of the facilitators, the importance of consistent delivery, etc.

For more information on structuring a comprehensive leader's guide, please click [HERE](#) and check out our [Certified Instructional Systems Designer](#) program and our [How to Design Effective Training Programs!](#) workshop.

Now's the time to ditch the PowerPoint deck and develop a *useable* tool!

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