



## Follow the Yellow Brick Road!

When Dorothy from the Wizard of Oz strayed from the yellow brick road she usually got into some trouble!

Even though we don't face near-death experiences like Dorothy, when we stray off the path of our training "map" we, too, can experience some turbulent times like:

- Participants getting bored
- Learner engagement dwindling
- Workshop objectives not being met
- Going overtime

**How do we stay on track during our training session?**

**By following a well-crafted Trainer's Guide!**

What IS a trainer's guide?

To answer this question, let's first start with what it's NOT.

An SOP manual is NOT a trainer's guide.

A copy of your PowerPoint slides is NOT a trainer's guide.

An outline of the workshop is NOT a trainer's guide.

A Trainer's Guide is a roadmap or blueprint for the instructor to conduct training. It is thoughtfully crafted and contains the following elements:

1. Background information on why and how the course was developed.
2. A summary of the target audience for whom the course is intended.
3. An overview of course content.
4. Special information about the course strategy.
5. Learning objectives (also called behavioral objectives).
6. Specific subject matter (content) to complete objectives.
7. Descriptions of learning activities including practice and evaluation.
8. Recommended time frames for each activity and breaks.
9. When to use accompanying audio-visual materials, i.e., PowerPoint slides, videos, charts, participant handout materials, job aids, etc.
10. Transitions for each activity.
11. A summary of learning points.

In addition, it can contain target responses, extra examples or exercises to choose from if training multiple target populations, icons with explanations and even suggested follow up for back on the job reinforcement.

Above all, it must reflect how the principles of adult learning have been incorporated into the design of the session, making it easier for the facilitator to honor them during it.

Leader's guides come in many formats including:

- Outline
- Scripted
- Overview
- Combination

The type of leader's guide you choose is dependent upon a number of factors such as skill level of the trainer, need for consistency, etc.

For more information on how to craft a leader's guide, please click on the following resources we have specially crafted just for you!

*Easy to Follow Road Map for a Dynamite Trainer's Guide*

60 min Training Essential Virtual Mini

Wednesday, March 6, 2018  
9:00 am PT/ Noon ET

***Certified Instructional Systems Designer(CISD)***

Four, 4-Hour Virtual Sessions  
November 6, 8, 12, 14

***Plan Training for Results!***

One Day Workshop in So CA and DC Metro  
Spring and Fall 2019

So sign up, show up and come follow the yellow brick road with us!

**Cheers,**

**Team M&M**

**Maria Chilcote & Melissa Smith**

**Managing Partners**



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