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Facilitator Guide

Format

A Facilitator Guide

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is like a detailed lesson plan for a training session. Like a lesson plan, it includes things like learning objectives, timing guidelines, and step-by-step instructions for the instructor. Unlike a traditional lesson plan, this template includes several

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features that are designed to optimize the design and delivery of live, online training.

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Training Facilitation

| K. Benefield

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THE INSTRUCTOR-
LED TRAINING (ILT)
INSTRUCTOR

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GUIDE TEMPLATE

This template provides the format and lists the required information for an instructor- led training. Use the template as a starting point for developing your guide. □ Replace all text in RED with the information

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top tips! Teacher
training lesson
plans. Way back in
2002 I was working
as a lecturer in
further and higher

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education, and

had... Corporate
learning plans.

Quite a few years
later, working in
the corporate
environment, I'd
built on the above
and... Slide ...

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this detailed informational resource and its accompanying handouts.

IRIS | PD

Facilitator's Guide

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IDEAS Facilitators'
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information about what is and isn't working, and with

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identifying what unexpected challenges or . impacts are emerging, to enable practitioners to adapt their practice during the project. Purpose of the workshop. The Facilitators' Guide. is designed to support facilitators

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to organise and run
a workshop for ...

IDEAS Facilitators' Guide - Better Evaluation

The facilitator
guide clearly
explains what is
expected of the
facilitator in each
mode of delivery
and how much
additional support

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Guide they should
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participants
outside of these
touch...

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This guide provides
a structure for how
the Hogan Team
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can be structured

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and facilitated in a half-day or full-day format. It must be emphasized that all teams have their unique needs and functionality, and thus, it is recommended that the facilitator adapt the process to fit the team, the business challenge, and the

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FACILITATOR

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Team Report

This Facilitator

Handbook is

intended to provide

Facilitators with the

information

required to

effectively facilitate

exercise

discussions and

ensure effective

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Objective Driven

play. This

document contains

the information in

the Situation

Manuel (SitMan)

provided to

exercise Players

and Observers and

has been

augmented with

additional

information

intended only for

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Tabletop Exercise Facilitator Handbook Template

Explain your role as
facilitator - a
person whose role
it is to remain
neutral or
objective, to keep
the discussion
focused and

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energized and to
create an
environment for all
to have a chance
to participate. This
does not mean that
you are neutral and
have no opinions,
but as a facilitator
you need to play
an objective role.

Facilitator
Guidelines

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Facilitator Guide □

5 TRAINING

OUTLINE Times are approximate and contingent on the level of discussion in which your group engages. The training should last 90 minutes. I. Introduction/Overview (5 minutes) II. Conduct snowball or clicker survey

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and discussion (10 minutes) III. What are Barriers to action? What is the Bystander Effect? (15 minutes)

FACILITATOR GUIDE - Step UP! Program

Meetings are directed by the Support Group Facilitator. They

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have the charge to guide group members in a healthy and purposeful discussion that will help them address the issues for which the ... The format model and facilitator type should be selected based on the needs, focus and

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purpose of the
support group. 6

Support Group

Facilitation Guide

Facilitator Guide

Format A Facilitator

Guide is like a

detailed lesson

plan for a training

session. Like a

lesson plan, it

includes things like

learning objectives,

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timing guidelines,
and step-by-step
instructions for the
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and The Ken

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Companies 5.

Employees watch the second video, Whale Done! in Action, and discuss how to use redirection and the Whale Done!

Response in their work environment.

6. Exercises are provided to guide employees on a

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FACILITATOR GUIDE - Training Solutions

Facilitator Guide
Format Training
Module Facilitator's
Guide 7 Facilitators
will know their
audiences best;
therefore, final
decisions regarding
customization are

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left to their discretion. The facilitator also may want to change terms and examples within the presentation to ensure that it aligns with local terminology and technology.

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The facilitator is responsible for managing meetings, keeping conversations on track, and ensuring each member's voice is heard. This guide covers both basic and advanced tips for how to accomplish these tasks. You can also reference

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the . Facilitation
Tip Sheet .

Word Template

Online workshops can benefit from having an additional facilitator, particularly when working with clients as a freelancer or with external

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organizations. If you're working with an external group, having a co-facilitator from that team can ensure those people have a voice they trust helping to guide them through the process.

A guide to
facilitating virtual

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workshops and
online ...

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GUIDE TEMPLATE

This template
provides the
format and lists the
required

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A facilitator's role is to guide the group through the meeting processes of deliberate dialogue, topic discussions, and decision-making. A facilitator is a skilled questioner

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