Appendix I: Facilitator Guide Template

Course Title – Facilitator Guide

Session Title[1]

Launched Month-Year
Updated Month-Year (if applicable)

Modality[2]

X hours, X minutes

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[1] Session title only needed when this curriculum is a piece (session) of a larger course (e.g. RCT – Trainer's Manual, Interviewing Children).
[2] Classroom, Webinar, C/W blend, etc

Table of Contents

Session/Course[3] Description

Add the course description here. This should match the text on the final New Course Request Form (NCRF), so that it matches what's in the LMS/Catalog/Alliance Website for the course.

Learning Objectives[4]

By the end of the session/course, participants will be able to…

Knowledge
K1 Knowledge Learning Objective 1
K2 Knowledge Learning Objective 2

Skills
S1 Skills Learning Objective 1
S2 Skills Learning Objective 2

Values
V1 Values Learning Objective 1
V2 Values Learning Objective 2

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[3] Use session if it's a segment/part of a larger course. Use Course if the curriculum represents the entire training.
[4] Most, but not all, courses will include learning objectives across these 3 domains.

Agenda

Section Title	Slides	KSV	Projected minutes
Welcome, Territorial Acknowledgement and Overview			Time
Section 1: Topic			Time
Section 2: Topic			Time
Break[5]			Time
Section 3: Topic			Time
Wrap-up			Time

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[5] Breaks and Lunch should be included in the Agenda, though they may be either integrated (at the time they're expected) or simply noted at the end (e.g. 3 breaks, 10 minutes each – 30 minutes)

Introduction and Tips for Facilitating

Curriculum developer and/or Facilitation Lead may write a synopsis of the overall goal of the curriculum and any important considerations for the person facilitating the curriculum.

- Any vocabulary that might be new or important?
- Any prior trainings that the facilitator might want to be familiar with?
- Is there an overall value or perspective this training is deeply integrated with that facilitators should know about and emphasize?
- Is there relevant data, legal action, or other context that facilitators should know?
- Do facilitators need to complete any training or certification to train this course?

This section should flag any of that, though resources more than a page or two in length should be linked to or attached as an appendix at the end of the training.

Standard Icons in All Curriculum

 Facilitator Talking Points:

 Facilitator Instructions:

 Activity:

 Participant Guide Content and Pages:

 Handouts:

Additional Icons for Webinar Activities in Curriculum

 Activity: Chat-

 Activity: Poll-

 Activity: Emoji-

 Activity: Annotate

Materials Checklist

Trainer's Guide
Participant's Guide
PPT
Other materials[6] (for in person sessions this might include specific types of paper/note cards/tape for a specific activity)

Videos[7] & Digital Materials:
Video 1: Title (time[8])
URL
Video 2: Title (time)
URL

When we are using video that requires permission, include the date and method by which we obtained permission as a footnote related to the video.

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[6] Assume that all trainings require the facilitator's computer, and that all live trainings require a projector, pens, whiteboard or large paper, etc. These items don't need to be listed in the materials section for each training.
[7] In the order they are used during the training.
[8] Total running time, plus any instructions about start/stop time if using a clip of a larger video

Evaluation

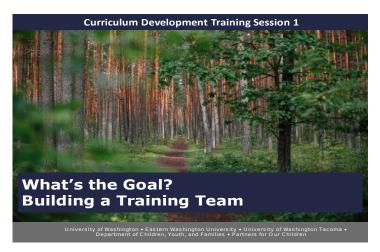Provide any needed information about the evaluation process or access to surveys/evaluation materials for participants.

Link to survey if applicable

Laws and Policies[9]

Law

Law

Law

Policy

Policy

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[9] This section only to include laws and policies which are directly trained to participants. If the law or policy is background information, it belongs listed in the References section.

Welcome, Territorial Acknowledgement and Overview   15 min

Slide 1

💬 Facilitator Talking Points:

Welcome Participants to the training[10].

📋 Facilitator Instructions:

This is a standard text box. You would include it if there were special instructions for the facilitator around the talking points or an activity on the slide.

To add a standard text box, you would have your cursor where you want it to start, select insert, text box, and then choose the first option: standard text box. You can expand the box to sit centered in the box like this one and when you type in it, it will expand.

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[10] Talking points and slides here for reference/as an example only.

Slide 2

Facilitator Talking Points: Alliance standard acknowledgement

Slide 3

Facilitator Talking Points: You can find the agenda on page 2 of the Participant guide for today's session. Lets spend a minute reviewing where we are going today.

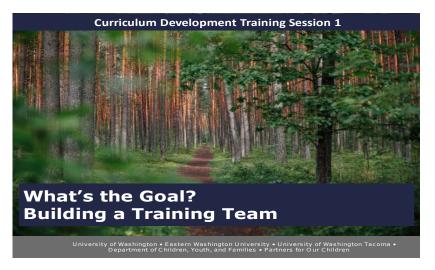Agenda is on p. 2 of the Participant Guide

Facilitator Talking Points: Our Learning objectives are on page 3 of the Participant Guide. Let's take a minute to review as this will let us know where we should end up by the end of today's session.

Learning Objectives are on p. 3 of the Participant Guide

🏃 Activity Chat: What is one strategy you are going to employ during todays session to ensure you will leave today having achieved the identified learning objectives?

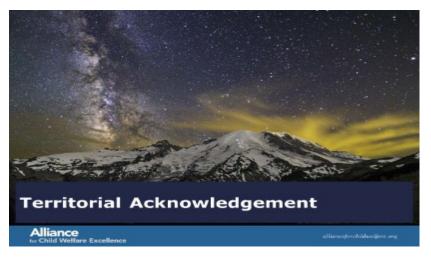## Section 1: Topic   45 min

Slide 4

💬 Facilitator Talking Points:

Section 2: Topic   45 min

Slide 5

💬 Facilitator Talking Points:

Slide 6

Bibliography and References

The References and Bibliography indicate the sources that were reviewed by the curriculum designer(s) to prepare and write any main, supplemental, and content information, training tips, training activities, or other information included in the training materials. It may include additional resources that apply to a particular content area.

When Data or research is directly referenced in the training, cite it via a footnote on the talking point. The full citation will appear in this section.

Background information and general references can also go here, as well as possible supplemental materials/handouts.

Acknowledgements

Page should be included to thank stakeholders and contributors to the curriculum (those external to the Alliance)

California's curriculums include the language below:

Appendix