

About the Facilitator's Guide

Purpose

Goal of redesign

One of the goals of redesigning the CAM training was to provide a learning experience that would be as consistent as possible from one class to another.

Workbook vs. PowerPoint handouts

In previous offerings, the content was presented in the slides. In this version, the workbook contains the content. The purpose of the accompanying slides is to structure the flow of delivery and give outline of topics presented.

Previous versions did not contain speaker's notes. In this version the workbook contains a good portion of the content.

As additional anecdotal material (which will vary from facilitator to facilitator) will add great value to the material, the core of information is in the book.

About the Page Design

Pages reflect Participant Guide

Each page in the Facilitator's Guide matches the Participant Guide so the entire class literally be "on the same page."

Participant Guides do not contain the PowerPoint thumbnails.

Purpose of .PPT thumbnails

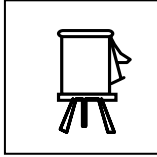
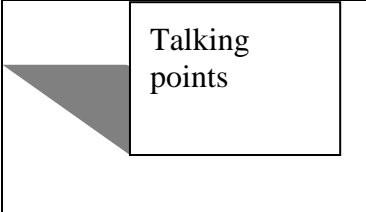
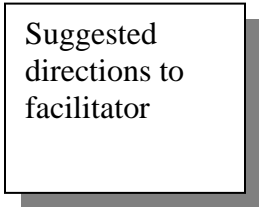
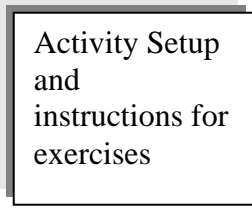
The slide images are simple prompts to move through the presentation like an outline. You are not expected to read the content on the slide images in the book, but rather, use them to keep place in the flow. The presentation also supports the consistent delivery from one class to another.

Continued...

About the Page Design (continued)

Graphic cues

There are four types of graphic cues used:

	<p>Flipchart ideas discussed at this point in class.</p> <p>Four flipchart icons indicate each team gets a flipchart to do the activity.</p>
	<p>Like a caption box, this graphic depicts a script of what you might say to introduce an idea or topic. Please use whatever words make sense to you.</p>
	<p>Boxes with a lower shadow are cues to discuss a topic, ask a question or suggestions on how to involve the class. Once again, these suggestions support consistency.</p>
	<p>The multi-shaded box indicates instruction for activities or directions given to set up an exercise.</p> <p>Each contains timing cues in boldface.</p>

A word about Ideas to Go

At the end of each module is a page called Ideas to Go.

There is a great deal of value in giving participants time to internalize and review ideas on their own before moving on to the next topic.

It is important to adult learners to immediately apply what they learn in real life. This short time at the end of each module will help them to focus on that intention.

You might also use what they write as a vehicle for review, randomly asking participants to share some of their take away ideas.