

Welcome to Facilitation Tutor!

This package contains everything that you need to run a one-day workshop for learners who have completed the online *Facilitation Core Skills e-Learning Program*.

Here are some important notes about the package:

➤ Workbook

The workbook file is in PDF format. This was done to make certain that words did not shift and to ensure universal access. The workbook was designed so that the instruction page for each lesson is facing the observation sheet for that session. This is the optimal layout.

To achieve this optimal layout, here are a few simple suggestions:

- Print the workbook double-sided, making sure that the uneven numbered pages are always on the right.
- Use two staples on the spine of the workbooks, so that it opens like a book and lays flat.

➤ Workbook Cover

A generic cover has been provided for the workbook. This can be copied onto colored paper. Of course, you may substitute your own cover bearing your organization's logo.

➤ PowerPoint File

This was created on a Macintosh computer. If the presentation is shown on a PC some words may shift. Please check the slides before you show them to make sure this has not happened. You can, of course, change the slides or customize them with your organization's logo.

While you may find the use of the slides helpful at the start of the workshop, it is not necessary to show slides in this workshop. This class is all about the practice sessions. If you have problems finding a room with a projector or screen, you should know that showing these slides is completely optional.

➤ Handouts

In the handouts file you will find a *Coaching Observation Sheet*. Make copies of these loose sheets for the coaches.

Best wishes for a great learning experience!