

SESSION DETAILS: Clear Communication and Directions	LENGTH: 60 mins
<p>Description When working with customers it can be easy to forget that we need to break down what we are saying as not every customer is as technologically savvy as we are. In this session, we are going to talk about how we can break down technical terms or complex concepts so our customers can understand what the issue is and what the resolution is.</p> <p>Lesson Objectives:</p> <ul style="list-style-type: none"> - Understand who our audience is - Communicate complex concepts and terminology in a way that is easy to understand - Communicate resolution steps clearly, without defensiveness or blame <p>Suggested Instructors:</p>	

Pre-Session Prep Checklist		
Slides or Links to Present:	Print or Link to Handouts	Additional Resources for Context:
Explain it Like I am Five Video: https://vimeo.com/27060669		

Lesson Outline	Instructional Prompts
Overview of Clear Communication and Directions [Lecture, 5 minutes]	When working with customers it can be easy to forget that we need to break down what we are saying as not every customer is as technologically savvy as we are. In this session, we are going to talk about how we can break down technical terms or complex concepts so our customers can understand what the issue is and what the resolution is. Just like using the right tone and the right words can change the quality of your support, as we learned in the Conflict Resolution course, writing and speaking more clearly can make an immediate impact as well.
What is the customer's POV? [Discussion, 5 minutes]	Ask: Who are the customers who usually contact the support desk? Possible Answers:

Sample Training Facilitator Guide

Cindy Huggett



Sample Training Facilitator Guide:

Peer-to-peer Training Facilitator's Guide Michele N. Costanza, 2009 The peer to peer P2P training approach involves small groups of people from similar social groupings who are not professional teachers helping each other to learn The P2P approach has great potential for rapidly identifying emerging lessons learned and integrating them into wide reaching Army training The present research identified the instructional principles and best practices for P2P from academia industry and the military supporting effective P2P training and incorporated them into a Soldier friendly facilitator s guide A formative evaluation was conducted with Soldiers using the guide to prepare and conduct group discussions for a face to face group setting and a distributed group setting where Soldiers were linked via video teleconference One group of Soldiers served as facilitators and used the facilitator s guide to prepare and lead discussions with other Soldiers who served as learners Feedback on the guide was mostly positive with Soldiers indicating that the guide provided an appropriate amount of information and a usable format and tools for structuring and fostering group discussions Ongoing efforts to transition P2P methods into Army training are discussed

The HACCP Food Safety Facilitator's Guide Tara Paster, 2007-08 This Facilitator s guide is a training tool to support the leaders around the world in the education of food safety and food defense prerequisite programs and the seven HACCP principles

Problem Solving Mediation Training: Facilitator's Guide Sharmon Monagan, Eshanda James, 2010-10-04 This problem solving mediation training guide provides a comprehensive step by step walk through mediation using Christopher Moore s problem solving model Included in the manual is a case study a role play and activities In addition to the aforementioned facilitator notes are included to enhance the learner s experience Participant guides are also available for purchase

The TWI Facilitator's Guide Donald A. Dinero, 2016-09-19 There are many books available covering the Training Within Industry TWI programs but few include any unique material on adaptation or modification This dearth of new has caused practitioners to alter the programs without understanding the underlying principles These changes have made the programs less effective One must however maintain the principles used in the programs when changing the delivery of the programs to suit the culture The purpose of The TWI Facilitator s Guide How to Use the TWI Programs Successfully is to prevent the TWI programs from falling into misuse and disuse This book will explain the main principles of the TWI programs and what they can accomplish but it will also stress what they are not This book reviews what the programs are and then explains how to use them It tells why we do certain aspects of each program When we know why we do something we won t stop doing it for the wrong reason

The Virtual Training Guidebook Cindy Huggett, 2014-01-10 Packed with checklists advice and how to features The Virtual Training Guidebook teaches you how to design deliver and implement live online learning This book will help learning professionals transition to the online classroom by taking a holistic look at successful implementation including gaining organizational support selecting a platform designing classes selecting facilitators preparing participants global considerations and the logistics required for success Learn how to

prepare for a virtual training rollout Create live online classes using a three step design process Select the technology that is right for the organization Select and prepare facilitators who can effectively engage participants **Research Product - U.S. Army Research Institute for the Behavioral and Social Sciences**,2009 **Facilitators' Guide** H. Lynn Erickson,2009 Demonstrate how teachers can use a conceptual lens to design instructional units and differentiated lessons that deepen students thinking skills and inspire a genuine love of learning Virtual Training Tools and Templates Cindy Huggett,2024-09-17 A Complete Practical Toolkit for Successful Virtual Training Create the most effective virtual training solutions for your organization by using the right tools for the right learning situation In this updated edition of Virtual Training Tools and Templates online learning pioneer Cindy Huggett expands on her first edition by adding more than 80 new tools and sharing her most powerful ones to help training professionals create engaging virtual learning that leads to results Whether you re a training program manager designer facilitator or producer you ll find expert guidance on selecting the right technology working with IT colleagues designing creative programs developing activities and facilitating experiences to engage and inspire learners The new edition includes 185 checklists worksheets questionnaires templates and other training and learning aids that provide accessible effective virtual learning for everyone Tips on incorporating the latest trends in hybrid immersive and global classrooms More than a dozen tools for measuring your program s success so you can move forward with confidence Resources to make the behind the scenes work of producers and administrators more effective For a complete reference on virtual training see Cindy s companion volume The Virtual Training Guidebook second edition which offers step by step advice for planning designing and building high impact programs These two volumes combined cover what you need to know to design and deliver successful virtual training Rapid Instructional Design George M. Piskurich,2015-01-06 The classic guide to instructional design fully updated for thenew ways we learn Rapid Instructional Design is the industry standard guideto creating effective instructional materials providingno nonsense practicality rather than theory driven text Beginningwith a look at what instructional design really means readersare guided step by step through the ADDIE model to exploretechniques for analysis design development intervention andevaluation This new third edition has been updated to cover newapplications technologies and concepts and includes many newtemplates real life examples and additional instructor materials Instruction delivery has expanded rapidly in the nine years sincethe second edition s publication and this update covers all themajor advances in the field The major instructional models areexpanded to apply to e learning MOOCs mobile learning and socialnetwork based learning Informal learning and communities ofpractice are examined as well Instructional design is the systematic process by whichinstructional materials are designed developed and delivered Designers must determine the learner s current state and needs define the end goals of the instruction and create an interventionto assist in the transition This book is a complete guide to theprocess helping readers design efficient effective materials Learn the ins and outs of the ADDIE model Discover shortcuts for rapid design

Design for e learning Millennials and MOOCs Investigate methods for emerging avenues of instruction This book does exactly what a well designed course should do providing relevant guidance for anyone who wants to know how to apply good instructional design Eminently practical and fully up to date Rapid Instructional Design is the one stop guide to more effective instruction

Marriage in the Lord, Facilitator's Guide Leisa Anslinger, Corinna Laughlin, Danielle Noe, Michael Ruzicki, 2021-02-04 Marriage in the Lord Forming Couples for a Sacramental Marriage provides marriage ministers with fully prepared formation sessions in order to facilitate discussion with engaged couples preparing to be married in the Catholic Church in a dynamic and meaningful way

Research Report, 2009 *Assertiveness Facilitator's Guide - Item 1163*, Implementing FEMA Reform United States. Congress. Senate. Committee on Homeland Security and Governmental Affairs, 2008

Performance-Based Sales Training Jerry Rosen, Pbstm, 1997

Are You Ready?, 2004 Accompanying CD ROM contains additional supporting materials sample electronic slide presentations and other resources

Handbook of Intercultural Training Dan Landis, Janet Bennett, Janet Marie Bennett, Milton J. Bennett, 2004 This handbook deals with the question of how people can best live and work with others who come from very different cultural backgrounds Handbook of Intercultural Training provides an overview of current trends and issues in the field of intercultural training Contributors represent a wide range of disciplines including psychology interpersonal communication human resource management international management anthropology social work and education Twenty four chapters all new to this edition cover an array of topics including training for specific contexts instrumentation and methods and training design

Gathering of Native Americans (GONA) Facilitator Guide, 1999 *A Facilitator's Guide to Developing OVC Program Sustainability and Transition Plans*, The Facilitator's Fieldbook Thomas Justice, David Jamieson, 2012 Loaded with procedures checklists guidelines samples and templates The Facilitator's Fieldbook covers all the key areas of successful team management including establishing ground rules planning meetings and agendas brainstorming resolving conflict making decisions and helping groups optimize their time The completely revised third edition of this longtime go to resource for novice and experienced facilitators provides new team building exercises as well as updated information on virtual meetings mediation strategic planning and much more You'll also gain tips on maintaining the tone and flow of meetings and will learn to determine when to delegate projects to individuals rather than assembling a group Collaborative projects have become an increasingly prevalent feature of modern business strategies and workplace dynamics But intentional strategic facilitation is essential to making sure these groups and teams are effective The Facilitator's Fieldbook provides readers the comprehensive tools and knowledge they need to help their teams and ultimately their organizations succeed

Workplace Mentoring Reference Guide Andrew Jones, 2012 Who is this Guide for This Guide has been developed for workplace supervisors or colleagues who are responsible for mentoring in the workplace It will take you through the process of establishing and developing a mentoring relationship with a learner in a workplace What topics are covered By working

through this Guide you will cover the following topics

- 1 An introduction to workplace mentoring
- 2 Developing a mentoring plan
- 3 Facilitating a mentoring relationship
- 4 Monitoring a mentoring relationship
- 5 Evaluating the effectiveness of mentoring

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web good example i am a highly motivated lab technician with 5 years of experience in water testing and analysis i have a proven track record of delivering accurate results and increasing efficiency by 30 my expertise in chemical and biological analysis as well as my knowledge of safety protocols make me an ideal candidate for this position

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web the lab technician resume template for word shows how this is done but the following list gives some examples of industry friendly skills highly organized strong communication skills ability to multi task and adapt quickly polish your work history section your past and current work experience is highlighted in this section

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web asthma causes bronchospasms inflammation thick mucus and constriction in the airways what is asthma asthma also called bronchial asthma is a disease that affects your lungs it s a chronic ongoing condition meaning it doesn t go away and needs ongoing medical management asthma affects more than 25 million people in the u s currently

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web asthma is a medical condition that affects the airways the breathing tubes that carry air into our lungs from time to time people with asthma find it harder to breathe in and out because the airways in their lungs become narrower like trying to breathe through a thin straw at other times their breathing is normal

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web asthma is a common condition that affects the airways in your lungs people with asthma have sensitive airways that become inflamed when exposed to triggers inflamed airways make it difficult to breathe this leads to symptoms like wheezing coughing or breathlessness asthma affects 1 in 9 Australian adults and 1 in 5 children

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web Jan 30 2023 asthma is an inflammatory disease of the airways to the lungs it makes breathing difficult and can make some physical activities challenging or even impossible according to the Centers for

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web May 22 2023 asthma CDC asthma is a disease that affects your lungs it causes repeated episodes of wheezing breathlessness chest tightness and nighttime or early morning coughing asthma can be controlled by taking medicine and avoiding the triggers that can cause an attack

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web May 4 2023 asthma is a chronic lung disease affecting people of all ages it is caused by inflammation and muscle tightening around the airways which makes it harder to breathe symptoms can include coughing wheezing shortness of breath and chest tightness these symptoms can be mild or severe and can come and go over time

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web Mar 5 2022 asthma is a condition in which your airways narrow and swell and may produce extra mucus this can make breathing difficult and trigger coughing a whistling sound wheezing when you breathe out and shortness of breath for some people asthma is a minor nuisance

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web Mar 24 2022 asthma is a chronic condition that inflames and narrows the airways in the lungs learn about asthma causes attacks symptoms triggers and treatments

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web asthma is caused by swelling inflammation of the breathing tubes that carry air in and out of the lungs this makes the tubes highly sensitive so they temporarily narrow it may happen randomly or after exposure to a trigger common asthma triggers include allergies to house dust mites animal fur or pollen for example

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web although asthma is defined as an incurable disease but it could be cured through drugs and also without them by taking inhalers albuterol by oral medication theophylline using air conditioners to reduce humidity using air

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web May 15 2020 asthma is a major noncommunicable disease NCD affecting both children and adults and is the most

common chronic disease among children asthma is a chronic disease characterized by recurrent attacks of breathlessness and wheezing which vary in severity and frequency from person to person asthma can also present with chest

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web asthma is a long term disease of the lungs it causes your airways to get inflamed and narrow and it makes it hard to breathe severe asthma can cause trouble talking or being active you

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web jan 5 2023 asthma is a chronic condition that affects the airways it causes wheezing and breathing difficulties there are different types such as childhood adult onset seasonal and workplace related

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web asthma is clinically classified according to the frequency of symptoms forced expiratory volume in one second fev₁ and peak expiratory flow rate asthma may also be classified as atopic extrinsic or non atopic intrinsic based on whether symptoms are precipitated by allergens atopic or not non atopic

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web apr 19 2023 asthma is a chronic lung disease that makes it harder to move air in and out of your lungs asthma key points asthma is chronic in other words you live with it every day it can be serious even life threatening there is no cure for asthma but it can be managed so you live a normal healthy life

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web asthma is a very common long term lung condition it affects the airways that carry air in and out of your lungs in the uk 5.4 million people have asthma that's one in every 12 adults and one in every 11 children people with

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web asthma is a lung disease it's a physical and medical problem that needs treatment it's not something that you imagined or made up don't let anyone tell you your asthma is just in your head it's in your lungs and it's real asthma is serious a

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web mar 5 2022 having asthma doesn't mean you have to be less active treatment can prevent asthma attacks and control symptoms during activity regular exercise can strengthen your heart and lungs which helps relieve asthma symptoms if you exercise in cold temperatures wear a face mask to warm the air you breathe

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web asthma is a chronic long term condition that affects the airways it causes wheezing and difficulty breathing many people with asthma experience sudden intense symptoms these are called asthma attacks they are often triggered by something that bothers the lungs 1.2 avoiding triggers and taking medicine can control symptoms

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web asthma snapshot canberra aihw australia government productivity commission agpc 2018 report on government services asthma is a long term lung condition of the airways people with asthma have sensitive airways that becomes inflamed when they are exposed to triggers