

[INSERT TITLE OF TRAINING]

Purpose [INSERT PURPOSE/GOAL OF TRAINING]

Who Should Attend [DEFINE AUDIENCE]

Instructor Qualifications It is recommended that this training be taught by instructors with the following minimum qualifications:

- [INSERT NUMBER] of instructors is required.
- [INSERT NECESSARY QUALIFICATIONS]

Course Objectives The course objectives for this class are to enable participants to:

- [OBJECTIVE 1]
- [OBJECTIVE 2]
- [OBJECTIVE 3]

Training Content The training is comprised of the following lessons: [THESE TITLES SHOULD BE DERIVED FROM YOUR OUTLINE.]

- Unit 1: [INSERT TITLE OF LESSON]
- Unit 2: [INSERT TITLE OF LESSON]
- Unit 3: [INSERT TITLE OF LESSON]

This table presents the recommended training agenda:

Unit 1: [INSERT TITLE OF LESSON]	[INSERT NUMBER] minutes
Unit 1: [INSERT TITLE OF LESSON]	[INSERT NUMBER] minutes
Unit 1: [INSERT TITLE OF LESSON]	[INSERT NUMBER] minutes

Course Logistics and Overview Listed below are the materials that you will need in order to conduct this course:

- **Instructor Guide and Resource CD:** Obtain one copy of the Instructor Guide and resource CD for each trainer.
- **Student Handout:** Secure one copy of the Student Handout for each person attending the session.

- **PowerPoint Files CD:** The course visuals are stored on a CD. **Transfer the course visuals from the CD to the hard drive of a computer.** The visuals will operate more efficiently if they are accessed from the computer's hard drive instead of the CD. Complete the following steps for copying the folders and files from the CD:
 1. Insert the Visuals CD in your CD drive.
 2. Using Windows Explorer, access the list of folders and files on your CD drive.
 3. Highlight the folder on the CD titled "Visuals"
 4. With the visual folder highlighted, click on the Edit pull-down menu and then select Copy.
 5. Select a location on your computer's hard drive. When you are in that drive (and folder), click on the Edit pull-down menu and then select Paste.
 6. All of the visuals should now be copied onto your hard drive.
 7. Test the visuals to make sure that everything transferred correctly.

- **Course Evaluation Forms:** Make sure that you have one copy of the course evaluation form for each person attending training.

**Course
Equipment**

The following equipment is required for conducting this course:

Computer and Projection Device: Make sure to have a computer (lap-top) with a PowerPoint slide projector. Be sure to try out the projector in advance of the training, in case you need help getting it to work properly. Make sure all equipment is functioning properly. Test the PowerPoint projector and lights. If you do not have equipment for projection, plan to refer participants to the Student Handouts. The visuals are reproduced in the Student Handout, but the training is more effective with the projection of the visuals. Arrange for technical assistance to be available during training in the event of equipment malfunction.

Copyright

This course makes no use of copyrighted/proprietary material.

Unit 1

[INSERT TITLE OF UNIT 1]

Topic

[INSERT TITLE OF TOPIC TO BE DISCUSSED]

[COPY AND PASTE POWERPOINT SLIDE]



Visual Description: [DESCRIBE THE SLIDE IF SOME EXPLANATION IS NEEDED; PHOTOS SHOULD BE DESCRIBED. IF NO EXPLANATION IS NEEDED, SIMPLY LIST THE TITLE OF THE SLIDE. FOR EXAMPLE: TITLE OF SLIDE MIGHT READ “COMMON TERMINOLOGY” OR DESCRIPTION MIGHT READ “PHOTO SHOWS LEVEL A PPE EQUIPMENT”]

Instructor Notes

[INSERT INSTRUCTOR NOTES]