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Facilitator
August 11, 2024



THINK TANK DAY

Guiding the Way: A Workshop on Developing a Facilitator's Guide Organization Model-Two Column Outline

Steps

What You Do and What You Say

Introduction

- Welcome
- Self Intro/Position
- Topic Today
- Relevant Background
- Purpose
- Be specific
- Be brief
- Benefits for Audience
- Overview of Events
- Major activities
- Participation & evaluation
- Timelines
- Breaks/lunches
- How questions will be handled:
- Immediately
- End of section
- End of presentation
- Audience ready?
- Explain in a major section of the Delivery of Content

Body

- Explanation
- Sprinkle benefits throughout
- Demonstration
- Questions

Close

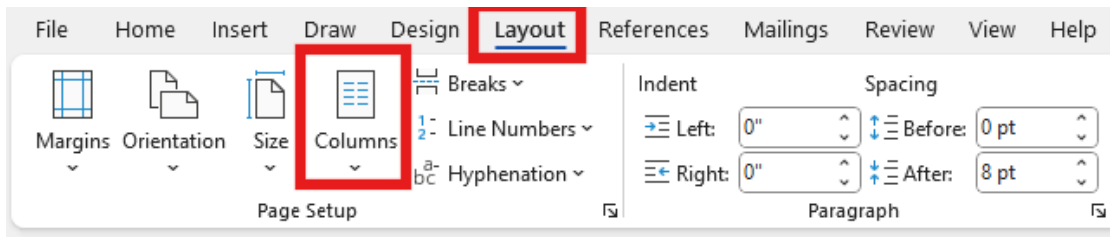
- Summary
- Restate purpose
- Review major points
- Restate Benefits
- Encouragement
- Final Questions?
- Thank Audience
- Best Wishes
- How to contact you later (phone number, email address)

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Guiding the Way:

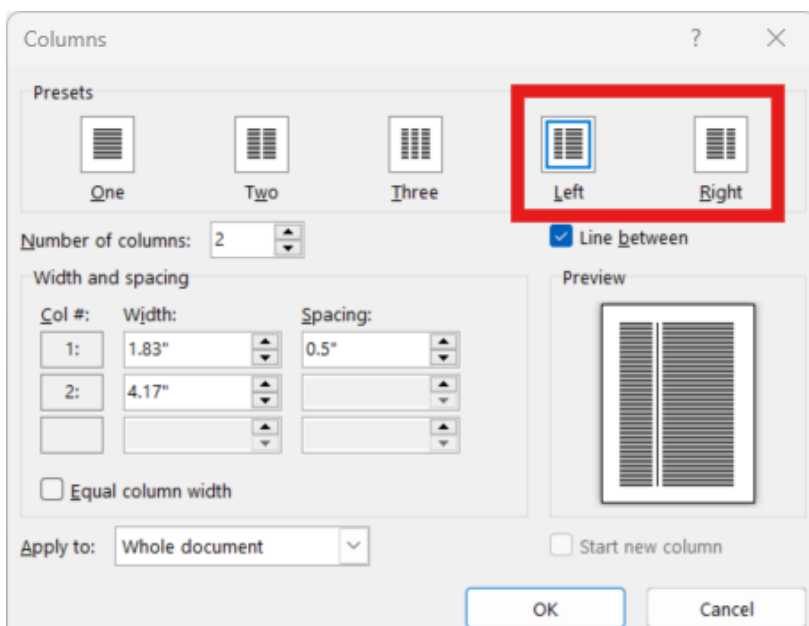
A Workshop on Developing a Facilitator's Guide

1. Open Microsoft Word and select the "Layout" tab.



2. Click on "Columns" and select "Two" to create a two-column layout for your facilitator's guide.

3. Customize the columns by adjusting the column width and adding any necessary formatting, such as bullet points or numbering.



4. Use headings and subheadings from Org Model to organize the content of your facilitator's guide, making it easy to facilitate, navigate and find the information they need.

5. Include visual elements, such as images, charts, or tables, to enhance the visual appeal and effectiveness of your facilitator's guide.

6. Utilize page breaks to ensure a smooth transition between different sections of the guide.

7. Proofread and edit your facilitator's guide to ensure clarity, conciseness, and a thoughtful tone that aligns with your communication style and the needs of your audience.