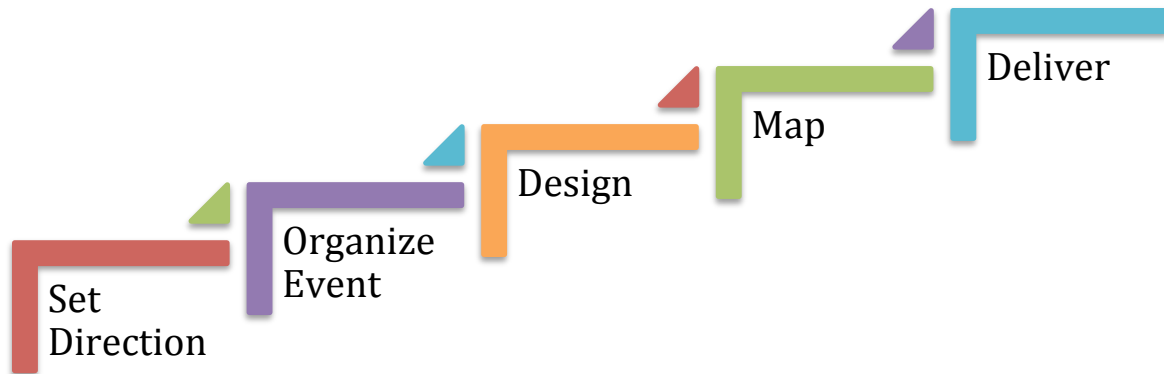


WORKSHEET

Phase: Map



Why this phase is important

It outlines details about the learning experience to keep you on course:

- Before – how will you prepare the learners?
- During
 - Resources needed
 - Detailed agenda
- After – follow-up communication

Your Map Must be Precise

... Otherwise you and your learners will get lost

Map Template

Topic: _____

Time Available: 30 minutes **Instructor:** _____

a) Send materials in advance?

- Resources needed for participants (e.g. checklists, job aids)

b) Ideas for Resources

- Energetic Presenter
- PowerPoint Slides
- Handout
- Picture or object
- Job aid
- Checklist
- Quiz
- Video clip

c) Detailed Agenda

Component	Time	Activity	Resources
Set-Up	10 minutes	<ul style="list-style-type: none"> • Resolve issues (e.g. volume, framing) 	<ul style="list-style-type: none"> • OTN Guides • OTN Service Desk
Start	5 minutes	<ul style="list-style-type: none"> • Welcome • Introduce yourself • Introduce the topic and questions/ challenges you'll tackle together • Role call 	
Connect with Learners – grab their attention	5 minutes	<ul style="list-style-type: none"> • Challenging question • What would you do? • What's not right about this situation? What would make it better? • Story 	
Share content	5 minutes	<ul style="list-style-type: none"> • Share information and how it links to Connect with Learners section. • Reinforce 3 DO'S from Section A of Design document 	
Learner Engagement	10 minutes	<ul style="list-style-type: none"> • Your ideas from Section B of Design document 	
Wrap-Up	5 minutes	<ul style="list-style-type: none"> • Reinforce 3 DO'S from Section A of Design document • Follow-up training 	

d) Send follow-up communication?

Map Template

Topic: _____

Time Available: 30 minutes **Instructor:** _____

a) Send materials in advance?

b) Ideas for Resources

- Energetic
- Presentor
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Component	Time	Activity	Resources
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Connect with Learners - grab their attention	5 minutes		
Share content	5 minutes		
Learner Engagement	10 minutes		
Wrap-Up	5 minutes		

d) Send follow-up communication?

Your Notes

