

PARTICIPANT GUIDE

COURSE TITLE

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PulseLearning

Thinking outside the classroom

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COURSE INFORMATION

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COURSE INFORMATION

ACKNOWLEDGEMENTS

Funding for this program was provided by Cras laoreet, elit iaculis mollis bibendum, leo arcu semper nunc, id pulvinar eros leo sed enim. The working team behind the design, development and delivery of this training includes Curabitur vitae quam eu purus pretium dapibus id ac nibh.

The development of this training benefitted greatly from the shared experience and valuable insight received from staff at The Company. The working team gratefully acknowledges the higher administration at The Company. Donec placerat ligula sed tortor malesuada vehicula. Maecena egestas blandit blandit.

ADDITIONAL SUPPORTING MATERIALS

Slide Presentation: The primary presentation material for this instructor-led class is a presentation containing 163 slides. The slides are intended to complement the activities and interactive discussions, rather than be a focal point for presentation.

Participant Guide: A 32-page Participant Guide provides a place to take notes and contains the activities for this training. The page numbers for each activity are noted in the corresponding presentation slide.

COURSE INFORMATION

WELCOME

Welcome to the “Introduction to A Big Topic” Instructor Guide. You have been chosen to facilitate this course because of your expertise in the area of big topics. Your background will be a valuable asset in this training and you are encouraged to supplement the material in this guide with your expertise.

This document delineates a broad range of activities and information to be covered in the “Introduction to Big Topic” workforce training session. Activities are annotated in the margin of each page. As you proceed through the preparation of the training, it will be imperative to consider your audience and tailor the material to meet their needs.

> THE LEARNING GOALS

As you complete this training, you will have the opportunity to complete the following tasks:

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> TEACHING METHODS

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AGENDA

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Agenda

- **Welcome**
- **Worthwhile Activity and Debrief**
- **Conclusion**



ACTIVITY: SELF-ASSESSMENT

Read these questions and take note of your answers during the Prepare/Engage stage. Be prepared to share your answers with the class.

> **What do I know about The Big Topic?**

> **What would I like to know about The Big Topic?**

> **What do I need to know about The Big Topic to perform my job better?**



QUESTIONS WE'LL ANSWER TOGETHER

Read these questions and take note of your answers during SESSION TITLE. Be prepared to share your answers with the class.

- > **Why is A Big Topic important? How will our future look like if we do not implement A Big Topic?**

- > **What are the benefits and challenges of A Big Topic? How does it impact your role in The Company?**

- > **How will A Big Topic impact our customers?**



ACTIVITY: A BIG PROCESS

Below is the flowchart that represents our process steps. Identify each stage and write the objective for each step in the boxes below.

STEP	GOAL

- > **Summarize the terminal objective for this process and the desired outcomes.**



ACTIVITY: A BIG IDEA

Before continuing, take a moment to consider the big idea and essential information we have discussed.

- > **Summarize everything we have discussed so far into a single “Big Idea” in 30 words or less.**

- > **In pairs, share your summary and create a new version in 18 words or less.**

- > **Join another pair to form a group of 4. Choose the best items from the two summaries and create a final summary in 10 words or less.**

COURSE GLOSSARY

Term	Definition

SAMPLE