



## Thank you for choosing Global Courseware!

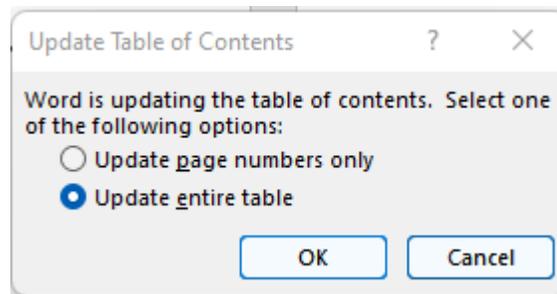
Our courseware packages offer you top-quality training materials that are customizable, user-friendly, educational, and fun. We provide instructor guides, training manuals, PowerPoint slides, activities, exercises, quick reference sheets, and more. All you need to do is add your final preparations and deliver your training workshop!

Our courseware packages are created in Microsoft Office and can be opened using any version of Word and PowerPoint (most word processing and presentation programs support these formats too). This means that you can customize the content, re-brand with your logo, change the color scheme and fonts and then easily print/e-mail your training materials as needed.

## How Do I Customize My Course?

Customizing your course is easy. To edit text, just click and type as you would with any document. This is particularly convenient if you want to add customized statistics for your region, special examples for your participants' industry, or additional information. You can also use all of your word processor's other features, including text formatting and editing tools (such as cutting and pasting).

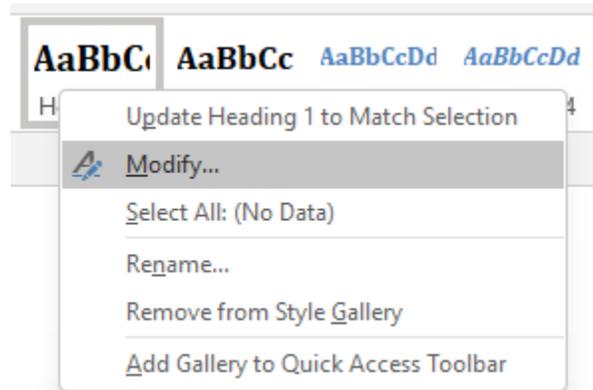
To remove modules, simply select the text and press **Delete** on your keyboard. Then, navigate to the **Table of Contents**, right-click, and click **Update Field**. You may see a dialog box; if so, click **Update entire table** and press **OK**. You will also want to perform this step if you add modules or move them around.



You can format any piece of text any way you want. However, to make it easy, you can use **styles** to update all the text at once.

In Word under the **Home tab**, right-click on your chosen style and click **Modify**. That will then produce the **Modify Style** options window where you can set your preferred style options.

For example, if you wanted to change our Heading 1 style, used for Module Titles, this is what you would do:



Now, you can change the formatting and it will apply to all the headings in the document.

For more information on making Word work for you, please refer to our [Word Essentials](#) course.

## Materials Required

All of our courses use a flip chart or whiteboard/chalkboard.

We recommend that each participant have a copy of the training manual and that you review each module before training to ensure you have any special materials required. Worksheets are included within the Appendix and can be reproduced and used where indicated. If you would like to save paper, these worksheets are easily transferrable to a flip chart paper format, instead of having individual worksheets.

We recommend these additional materials for all workshops:

- Laptop with projector, for PowerPoint slides
- Quick Reference Sheets for trainees to take with them
- Timer or watch (separate from your laptop)
- Masking tape
- Blank paper

## Maximizing Your Training Power

Our company is built for trainers, by trainers. Here are some of our tips to help you create an engaging and unforgettable experience for your participants.

- **Make it customized.** By tailoring each course to your participants, you will find that your results will increase a thousand-fold.
  - Use examples, case studies, and stories that are relevant to the group.
  - Identify whether your participants are strangers or whether they work together. Tailor your approach appropriately.
  - Different people learn in different ways, so use different types of activities to balance it all out. (For example, some people learn by reading, while others learn through group discussions, and others need a hands-on approach. For more information, we suggest *Experiential Learning* by David Kolb.)
- **Make it fun and interactive.** Most people do not enjoy sitting and listening to someone else talk for hours at a time. Make use of these tips and your own experience to keep your participants engaged. Mix up the activities to include individual work, small group work, large group discussions, and mini-lectures.
- **Make it relevant.** Participants are much more receptive to learning if they understand why they are learning it and how they can apply it to their work. Most importantly, they want to know how it will benefit them and make their lives easier. Take every opportunity to tie what you are teaching back to the context of your participants' jobs or daily lives.
- **Keep an open mind.** Many trainers find that they learn something each time they teach, so encourage two-way communication. Enjoy it, learn from it, and make the most of it in your workshops.

**And now, time for the training!**