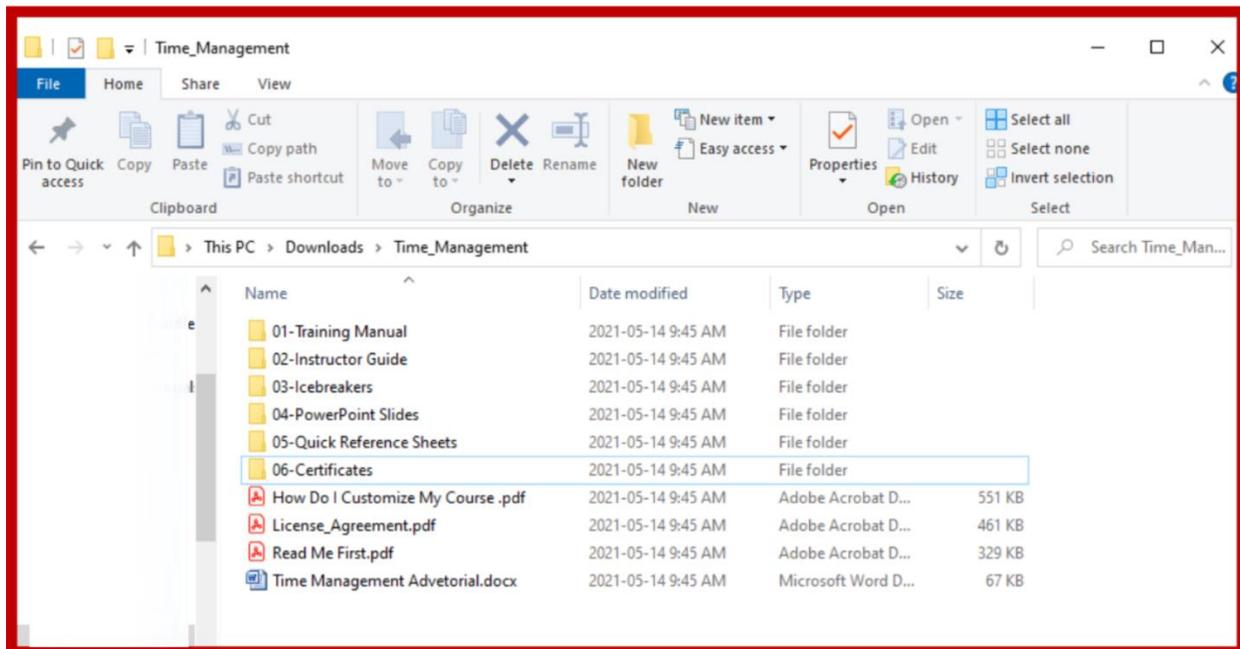


## What you will see in the downloaded course folder:

The current sample course is Time Management. This is a complete, fully editable course using Microsoft Office or equivalent. You will first need to unzip the downloaded file to properly view the contents of the course folder as shown below:



When reviewing the courseware components, be sure to remember that all of our courses follow the same format and that we do offer a complete 90-day Money Back Guarantee. To request additional samples of other courses, please [contact us](#) for details.

## Course Components

### 01-Training Manual

The training manuals for each course can be easily edited using any word processor such as Microsoft Word. This allows trainers like yourself to deliver the most up to date training possible. Private trainers can also take advantage of branding opportunities to increase future contracts.



### 02-Instructor Guide

Each course also includes an Instructor Guide with detailed lesson plans, timelines, additional resources, and tips and tricks to ensure a professional training experience each and every time.



### 03-Icebreakers

Icebreakers, energizers, and other workshop activities heighten the effectiveness of training sessions when targeted to the lesson topic and the overall needs of the participants. Icebreakers can be used to introduce or reinforce lesson topics, enhance teamwork, and create an interesting and fun learning environment.



### 04-PowerPoint Slides

PowerPoint slides compliment the instructor-led training experience and provide an excellent summary of training concepts in point format. Flip chart notes are also available as an alternative for workshop training.



### 05-Quick Reference Sheets

These powerful Quick Reference sheets are an excellent take away from any training program or as a stand-alone desktop reference tool. Of course, they are fully customizable and can be re-branded for use as promotional advertising materials.



### 06-Certificates

The Certificate of Completion is meant to publicly acknowledge the effort and expense invested by participants in the completion of the training workshop. These will often be displayed in the workplace and provide referrals for future training engagements.

