

Sample Facilitator Guide Formats

The second edition provides educators with an updated perspective of current trends in curriculum and instruction. In this thoughtful "how-to" of curriculum design, educators will find practical structures and specific classroom examples of effective curriculum strategies.

The Food Safety Handbook: A Practical Guide for Building a Robust Food Safety Management System, contains detailed information on food safety systems and what large and small food industry companies can do to establish, maintain, and enhance food safety in their operations. This new edition updates the guidelines and regulations since the previous 2016 edition, drawing on best practices and the knowledge IFC has gained in supporting food business operators around the world. The Food Safety Handbook is indispensable for all food business operators -- anywhere along the food production and processing value chain -- who want to develop a new food safety system or strengthen an existing one.

A valuable resource for creating distance education programs for radio, TV, Internet and mobile, using an entertainment-education approach. This volume explains how to integrate education into an entertaining format so that it holds people's attention while enabling them to improve their health and lifestyle. It also demonstrates how mobile technologies can be used for educating frontline health workers as well as the communities they serve. This book offers many examples of such programs and provides essential guidance on:

- Understanding precisely what knowledge must be imparted to the communities and how.***
- Why mobile technology is the new and most important platform for delivering educational content.***
- How educational programs can be designed for developing countries in a sustainable way.***

Virtual training and instruction has allowed students from different continents to learn simultaneously from a distinguished professor, as well as dispersed employees of a transnational company to participate together in training seminars. Because of this unprecedented flexibility it has provided for today's learning professionals, virtual training is undoubtedly here to stay--which means designers and facilitators need to learn to adapt their programs and delivery styles if they are going to be as effective virtually as they are in the physical classroom.***The Successful Virtual Classroom***

goes beyond merely introducing the technology that has already become commonplace in many areas of society today, and instead seeks to offer trainers proven techniques tailored specifically to engage line online audiences. By being shown how to best utilize some easy-to-use tools, checklists, and worksheets, readers will learn how to:

- **Make the most of virtual classroom features such as content and screen sharing, annotation tools, polls, and breakout rooms**
- **Weave chat responses into the discussion**
- **Compensate for the absence of body language**
- **Monitor feedback**
- **Engage individuals with different learning styles**
- **Encourage audience contribution**
- **Meet the unique needs of global participants**

And more Featuring case studies from Oracle, UPS, and others who have maximized this new medium's potential, as well as icebreakers and interactive exercises designed for an online environment, this book helps readers create programs that truly drive learner engagement.

Team-based Strategic Planning

The Secrets of Facilitation

Developing Facilitation Skills: a handbook for group facilitators (3rd ed)

A Practical Guide for Building a Robust Food Safety Management System

Facilitator's Fieldbook, The

Virtual Training Tools and Templates

Forming Couples for a Sacramental Marriage

There are many books available covering the Training Within Industry (TWI) programs, but few include any unique material on adaptation or modification - This dearth of new has caused practitioners to alter the programs without understanding the underlying principles. These changes have made the programs less effective. One must, however, maintain the principles used in the programs when changing the delivery of the programs to suit the culture. The purpose of The TWI Facilitator's Guide: How to Use the TWI Programs Successfully is to prevent the TWI programs from falling into misuse and disuse. This book will explain the main principles of the TWI programs and what they can accomplish, but it will also stress what they are not. This book reviews what the programs are and then explains how to use them. It tells why we do certain aspects of each program. When we know why we do something, we won't stop doing it for the wrong reason.

Are your virtual training tools ready for a tune-up? You've discovered the best way to reach remote audiences without boarding a single

plane. And you've learned that an effective virtual training program is relatively short, highly relevant, and extremely engaging. Now you need the tried-and-true tools that will make your next program an all-out success. Virtual Training Tools and Templates: An Action Guide to Live Online Learning offers proven resources for delivering top-notch virtual training programs. Make expert trainer Cindy Huggett's professional array of virtual tools your own, and discover new perspectives from a range of training trailblazers. You'll find their real-world lessons learned and get full access to their secrets of the trade. Starting with a simple four-step process (get started, get ready, get buy-in, and get going), Huggett helps you select the right technology, then offers detailed sections on how to design content, develop activities, and work with both facilitators and producers. And if you're wondering how to prepare participants and evaluate program results, Huggett does not disappoint. Follow along as she guides you with new and relevant tips, tools, and templates every step of the way. A virtual training pioneer, Huggett wrote this book for you---instructional designers, facilitating trainers, learning coordinators, and training managers. And she continues to experiment with creative techniques and hone her skills so you can jump in with confidence. This complete guide builds on the author's popular The Virtual Training Guidebook---use them together or on their own to delve into Huggett's holistic approach to virtual training.

Help teachers improve instruction and student achievement with research-based methods for organizing curricular goals, designing lessons, integrating assessment with instruction, developing a culturally sensitive environment, and more.

Jacqueline Lloyd Smith and Denise Meyerson collectively have over 50 years' global experience in the design and delivery of incredible learning experiences for clients in the private and public sectors. They have partnered with top tier, medium size, and small corporate clients to produce events that rock. They are now opening their files to other facilitators, and educators-of all levels-to share tools and techniques they have personally tested and used. They are generously allowing you to benefit from their years of experience in the training, facilitation, and design space so you too are able to prepare, structure, and implement teachable moments, workshops, events, training days, learning experiences, offsites, and seminars that have a strong impact-and are memorable. Dip into this essential guide after you have been briefed by the executive team, managers, or human resource professionals and you are required to deliver a face-to-face session for anything between 1 and 100 hours. Play with these practical, user-friendly techniques to help your participants feel engaged and

energized, so they will remember the key messages long after the event. Redesign and restructure the tools to suit your audience and the topic so the session remains vibrant and focused. Create experiences for any topic, whether for technical, personal, or professional development purposes. Not only do you have access to great openers and closers to activate thinking, we also provide you with a roadmap and overall layout so you have examples of how to structure your sessions.

Food Safety Handbook

Redefining Curriculum and Instruction

How to Use the TWI Programs Successfully

Abused Boys Wounded Men Facilitator's Guide - Item 1803

Evaluating Communication for Development

How to Design, Deliver, and Implement Live Online Learning

Stirring the Head, Heart, and Soul

Offers fifteen activities in language arts and literacy, visual arts, mathematics, science, and performing art, along with guidelines for implementing, interpreting, and "bridging" observations of children to classroom teaching practices.

The peer-to-peer (P2P) training approach involves small groups of people from similar social groupings, who are not professional teachers, helping each other to learn. The P2P approach has great potential for rapidly identifying emerging lessons learned and integrating them into wide-reaching Army training. The present research identified the instructional principles and best practices for P2P from academia, industry, and the military supporting effective P2P training and incorporated them into a Soldier-friendly facilitator's guide. A formative evaluation was conducted with Soldiers using the guide to prepare and conduct group discussions for a face-to-face group setting and a distributed group setting where Soldiers were linked via video teleconference. One group of Soldiers served as ?facilitators? and used the facilitator's guide to prepare and lead discussions with other Soldiers who served as ?learners.? Feedback on the guide was mostly positive with Soldiers indicating that the guide provided an appropriate amount of information and a usable format and tools for structuring and fostering group discussions. Ongoing efforts to transition P2P methods into Army training are discussed.

"The best book on collaboration ever written!" –Diane Flannery, founding CEO, Juma Ventures And now this classic book is even better—much better. Completely revised and updated, the second edition is loaded with new tools and techniques. Two powerful new chapters on agenda design A full section devoted to reaching closure More than twice as many tools for handling difficult dynamics 70 brand-new pages and over 100 pages significantly improved It has long been known that carefully constructed programs delivered through the media, such as radio, television and, more recently,

Internet can have a profound effect on social development and behavior. There is, however, increasing acknowledgment that media programming alone is not enough to sustain beneficial behavior change. There is a clear need for these Entertainment-Education programs to be reinforced by strong on-the-ground support from trained community workers. In remote areas of developing countries, this support must often be given through distance education. This book, which is the third in the series titled Communication for Behavior Change, provides guidelines on the preparation of distance education radio, TV and Internet programs, using the Edu-tainment format. This method of teaching provides clear, concise instruction set against an entertainment background that can attract and hold the attention of learners who frequently have no contact with a teacher or mentor. In this book, the author—a leading practitioner in the fields of both Edu-tainment and Entertainment-Education (the format used for general public programming)—provides detailed instructions on creating distance education programs for community workers in developing countries. A special section, provided by a specialist in the field of Internet use, gives clear guidelines on IT application for distance education. The book is designed to help project managers, writers, producers, researchers, development planners, donors, NGOs and other organizations who want to make use of distance education programming for community workers. It provides clear guidelines on curriculum preparation, media selection, program format choice, script writing and review, program production, preparation of support books and participant guides and methods of audience feedback. The 6Ts of successful lesson preparation are explained along with demonstrations of how the 6Ts are used in various script samples.

Assessment for Teaching and Learning in Early Childhood Classrooms, PreK-3

A Complete Guide to Structuring, Facilitating, and Implementing the Process

Knowledge Management

A Framework for Social Change

Community-Based Participatory Research for Improved Mental Healthcare

The Successful Virtual Classroom

A Classroom-Centered Approach

The Haccp Food Safety, Facilitator's Guide John Wiley & Sons

Praise for The Successful Leadership Development Program "Byrne and Rees share their direct experience to provide a highly practical guide for organizations seeking more self-managed approaches to learning in leadership development programs. It will stimulate and encourage all concerned who ask how they can better align the learning needs of individual leaders with those of their organization." —J. Herman Gilligan, principal, GC International Consulting Group "I have seen the results of the process outlined in this book and have found them to be very powerful and effective. This is a must read and a great guide for anyone responsible for leadership development in an organization." —Marchita Marino, senior vice president, human resources, Wuesthoff Health System, Inc.

"Everyone concerned with growing leaders must read this book. The mapping out of a set of practices for leadership development is the most results-oriented that I have read about in decades. Every possible detail is addressed." —Robert C. Preziosi, director, Leadership Impact Lab, Nova Southeastern University "This is a unique book essential to any leader or potential leader responsible for bottom-line performance. An experienced based how-to book, the reader will learn how to prepare, obtain approval, and implement a program that will develop leaders and thereby improve and maintain financial performance." —Allen C. Minor, financial consultant; and adjunct professor, department of health administration and human resources, University of Scranton

Provides tools for leading a workshop, study group, or course curriculum.

Presented in a modular format, this work enables users to quickly build a comprehensive session or class that focuses on one, some, or all areas of leadership. It also provides sample half-day and full-day workshop agendas along with a workshop evaluation form.

A Huffington Post columnist and women's leadership expert outlines practical skills that women can use to implement positive change, covering such topics as self-esteem and how to overcome sabotaging gender rules of conduct. 50,000 first printing.

Step-by-step Procedures, Checklists and Guidelines, Samples and Templates
A Facilitator's Guide

Development and Evaluation

Strategic Play

The Facilitator's Fieldbook

How to Build It and How to Keep It Going

Leading Instructional Rounds in Education

The Facilitator Manual's purpose is to plan and structure different session, including recommended activities and tips to adapt the session for various types of trainings. The Training Manual is one component of Training resource kit. The resource kit provides guidance and tools for preparing, designing and implementing trainings. The Facilitators' Manual for training of facilitators includes the materials needed to build the capacity of the facilitators and the points to be covered. This Manual must be read in its entirety before implementing a training session as it has been prepared to familiarize them with the proposed course, follow and review the facilitators guideline, materials needed to facilitate each session, and gain confidence before entering the session. Participant learning and the overall success of the training session lies on the shoulders of the Facilitators. Therefore, they should be enthusiastic enough to spread positivity in the room, so that Participants feel comfortable to ask any questions, even simple ones. The should arrive at least an hour before the starting time to set-up the room and materials as per training needs. Also, it is the duty of Facilitators to engage participants throughout the session.

Participants can be engaged by encouraging them to contribute in the topic, their

views / opinions to be allowed. In general, the common list of materials required for training / workshop includes: Laptop, LCD projector, Screen, power cords, Mouse Pointer, PowerPoint Point, Flip charts, easels, tape, Colored markers, Name tags/name placards, Participant packets, Attendance sheet, Agenda, Case Study, election related different Proformas / forms / formats, EVM-VVPAT etc. Comprehensive in scope, yet extremely practical and to the point, The Fieldbook is perfect for both novice and experienced facilitators. Those new to the art of facilitation will find clear guidance on basic how-to information. More experienced facilitators will discover advanced methods for use in more challenging facilitation situations and simple models for facilitating both large and small groups. Best of all, The Facilitator's Fieldbook contains a wealth of resources such as checklists, samples, templates, guidelines, and step-by-step procedures. It will enable you to perform all the skills of facilitation.

Respect for persons, beneficence, and justice are the principles that collectively form the ethical basis of human research . These three principles find expression in Community-Based Participatory Research for Improved Mental Healthcare, or CBPR – a systematic approach for engaging specially-defined groups of people in a process of inquiry and social change. In the Community-Based Participatory Research, a panel of renowned authors provide a step-by-step approach for conducting CBPR, providing all the conceptual and methodological guidelines needed to implement this important and extremely fruitful research approach. As early career investigators use this mode of collaborative inquiry in the service of society, an exciting and entirely new capacity for ethically sound and more rigorous and consequential science can be built. An indispensable resource that will be of great interest to researchers from a wide array of disciplines, the Community-Based Participatory Research for Improved Mental Healthcare is a major addition to the literature and certain to become the gold standard reference in the field.

This Facilitator's Guide to accompany the updated edition of the best-selling book, What Successful Teachers Do, by Neal A. Glasgow and Cathy D. Hicks, is an essential tool for staff developers to implement over 100 research-based strategies for classroom success. This guide features a chapter-by-chapter study of the book, including discussion questions, activities, journaling prompts, and tips for practical application. This facilitator's guide includes the same important topics from the best-selling first edition such as student collaboration, classroom management, curriculum planning, assessment, diversity, technology, family involvement and more; now with updated research in each chapter and a new chapter on literacy.

Facilitator's Guide to What Successful Teachers Do
What Every Principal Should Know about Leadership
The Other Blended Learning
Facilitator's Guide to Participatory Decision-Making
Rapid Instructional Design

A Facilitator's Guide

Bridging

Evaluating Communication for Development presents a comprehensive framework for evaluating communication for development (C4D). This framework combines the latest thinking from a number of fields in new ways. It critiques dominant instrumental, accountability-based approaches to development and evaluation and offers an alternative holistic, participatory, mixed methods approach based on systems and complexity thinking and other key concepts. It maintains a focus on power, gender and other differences and social norms. The authors have designed the framework as a way to focus on achieving sustainable social change and to continually improve and develop C4D initiatives. The benefits and rigour of this approach are supported by examples and case studies from a number of action research and evaluation capacity development projects undertaken by the authors over the past fifteen years. Building on current arguments within the fields of C4D and development, the authors reinforce the case for effective communication being a central and vital component of participatory forms of development, something that needs to be appreciated by decision makers. They also consider ways of increasing the effectiveness of evaluation capacity development from grassroots to management level in the development context, an issue of growing importance to improving the quality, effectiveness and utilisation of monitoring and evaluation studies in this field. The book includes a critical review of the key approaches, methodologies and methods that are considered effective for planning evaluation, assessing the outcomes of C4D, and engaging in continuous learning. This rigorous book is of immense theoretical and practical value to students, scholars, and professionals researching or working in development, communication and media, applied anthropology, and evaluation and program planning.

Packed with checklists, advice, and how-to features, The Virtual Training Guidebook teaches you how to design, deliver, and implement live online learning. This book will help learning professionals transition to the online classroom by taking a holistic look at successful implementation, including gaining organizational support, selecting a platform, designing classes, selecting facilitators, preparing participants, global considerations, and the logistics required for success. Learn how to prepare for a virtual training rollout. Create live online classes using a three-step design process. Select the technology that is right for the organization. Select and prepare facilitators who can effectively engage participants.

BOOK

The complete guide to help successfully implement a HACCP system The HACCP Food Safety Training Manual is a complete, user-friendly guide to the proper food handling procedures, hazard and risk analysis, monitoring techniques, and record keeping that every operation serving or selling food should follow. Collectively called a Hazard Analysis and Critical Control Point (HACCP) plan, this system is recognized by the U.S. Secretary of Agriculture and must be used during the preparation and service of meals. Incorporating the most recent rules and regulations of the FDA Model Food Code, this helpful manual reviews food safety and food defense prerequisite programs

and clearly outlines the major principles that define a successful HACCP system. The goal of this HACCP training program goes further to enable the reader to master the five points of the HACCP star. The five major points that define a successful HACCP system are: Establish Prerequisite Programs Apply Food Defense Evaluate Hazards and Critical Control Points Manage Critical Limits, Monitoring, and Corrective Actions Confirm by Record Keeping and Documentation This comprehensive manual provides the training material that all foodservice operations need to easily use HACCP standards. Essential employees and managers can use the enclosed exam answer sheet to complete the certificate exam to demonstrate their understanding of the HACCP system and its implementation.

The Virtual Training Guidebook

A Revolutionary Shift for Learning Beyond the Classroom

An Action Guide to Live Online Learning

Master the Technology to Engage Participants

Playing Big

Facilitator's Guide: 10 Steps to Be a Successful Manager

Getting teams and groups to function productively is a challenge. For years The Facilitator's Fieldbook has been giving group leaders what they need to make everything run more smoothly. Now fully updated, the Second Edition is truly jam-packed with step-by-step procedures, checklists and guidelines, samples and templates, and more. For managers, trainers, and group leaders in any industry, The Facilitator's Fieldbook is a practical, powerful book that will keep teams and groups humming along and getting results.

This publication is a product of the experiences and lessons learned while implementing agroenterprise projects in eastern and southern Africa. A Market Facilitator's Guide is based on a resource-to-consumption framework, which is the central theme of the "enabling rural innovation" approach for rural development. This approach seeks to empower farmer groups with the necessary skills to make informed decisions for their economic development, based on an analysis of their surroundings, assets and skills. The methodology also aims for outcomes that are equitable, gender focused and participatory.

Accompanying CD-ROM contains additional supporting materials, sample electronic slide presentations, and other resources.

Master the Production of Virtual Events and Improve Engagement Have you ever found yourself confidently delivering content for a virtual training session, webinar, or online meeting only to have a participant drop off? Or, have you bravely launched breakout sessions but found that participants got lost on where to go? These scenarios illustrate the convergence of virtual session facilitation and production. While attention is most often paid to the facilitation of virtual sessions, significantly less is devoted to producing them. Producing Virtual Training, Meetings, and Webinars rectifies this gap. In this book, Kassy LaBorie, go-to training expert and co-author of Interact and Engage! 50 Activities for Virtual Training, Meeting, and Webinars, guides you through the production knowledge and skills a trainer needs to master the production of virtual events while delivering engaging training, productive meetings, and captivating webinars—from how to prepare the technology and content beforehand to how to run everything smoothly. Using examples from and discussing differences among common virtual conferencing platforms such as Adobe Connect, Blackboard, Zoom, Webex, GoTo suite, and Microsoft Teams, LaBorie offers a plan of action for conquering just about any platform and troubleshooting potential problems. This book thoroughly examines typical platform features (audio, webcam, chat, screen share),

advanced interaction methods (polling, breakouts, Q&A), and administration and logistics elements (logins, session scheduling, reports). With production in mind, you'll also learn how to:

- Design session materials.
- Prepare attendees to participate before and during the session.
- Build successful virtual working relationships with presenters. Through stories, templates, checklists, and examples, LaBorie shares about her 20-plus years of engaging participants successfully in thousands of virtual events and gets you up to speed in no time.

A Manual for Clinicians and Researchers

A Market Facilitator's Guide to Participatory Agroenterprise Development

Learning ID Fast and Right

Using Edu-Tainment for Distance Education in Community Work

Resources in Education

Find Your Voice, Your Mission, Your Message

Facilitators' Guide

Unleash the transformative power of face to face groups The third edition of this groundbreaking book continues to advance its mission to support groups to do their best thinking. It demonstrates that meetings can be much more than merely an occasion for solving a problem or creating a plan. Every well-facilitated meeting is also an opportunity to stretch and develop the perspectives of the individual members, thereby building the strength and capacity of the group as a whole. This fully updated edition of The Facilitator's Guide to Participatory Decision-Making guides readers through the struggle and the satisfaction of putting participatory values into practice, helping them to fulfill the promise of effective group decision-making. With previous editions already embraced by business and community leaders and consulting professionals around the world, this new book is even more insightful and easy to use. New for this edition: 60 pages of brand new skills and tools Many new case examples Major expansion and reorganization of the advanced sections of the book. New chapter: Teaching A Group About Group Dynamics Doubled in size: Classic Facilitator Challenges. Substantially improved: Designing Realistic Agendas – now three chapters, with wise, insightful answers to the most vexing questions about meeting design.

The classic guide to instructional design, fully updated for the new ways we learn Rapid Instructional Design is the industry standard guide to creating effective instructional materials, providing no-nonsense practicality rather than theory-driven text. Beginning with a look at what "instructional design" really means, readers are guided step-by-step through the ADDIE model to explore techniques for analysis, design, development, intervention, and evaluation. This new third edition has been updated to cover new applications, technologies, and concepts, and includes many new templates, real-life examples, and additional instructor materials. Instruction delivery has expanded rapidly in the nine years since the second edition's publication, and this update covers all the major advances in the field. The major instructional models are expanded to apply to e-learning, MOOCs, mobile learning, and social network-based learning. Informal learning and communities of practice are examined, as well. Instructional design is the systematic process by which instructional materials are designed, developed, and delivered. Designers must determine the learner's current state and needs, define the end goals of the instruction, and create an intervention to assist in the transition. This book is a complete guide to the process, helping readers design efficient, effective materials. Learn the ins and outs of the ADDIE model Discover shortcuts for rapid design Design for e-learning, Millennials, and MOOCs Investigate methods for emerging avenues of instruction This book does exactly what a well-designed course should do, providing relevant guidance for anyone who wants to know how to apply good instructional design. Eminently practical and fully up-to-date, Rapid Instructional Design is the one-stop guide to more effective instruction.

Instructional rounds is a powerful form of professional learning aimed at helping schools and systems develop the capacity to educate all children to high levels. In this practical book,

Thomas Fowler-Finn, an experienced consultant who has worked closely with the Harvard team that pioneered instructional rounds, discusses how facilitators can skillfully guide a network of educators through the rounds process. He shows how to scaffold participant learning, model effective teaching practices, and gradually transfer agency to the network. *Leading Instructional Rounds* is an invaluable resource for advancing the work of all facilitators, whether novice or experienced.

The curricular approach aligns the mission, goals, outcomes, and practices of a student affairs division, unit, or other unit that works to educate students beyond the classroom with those of the institution, and organizes intentional and developmentally sequenced strategies to facilitate student learning. In this book, the authors explain how to implement a curricular approach for educating students beyond the classroom. The book is based on more than a decade of implementing curricular approaches on multiple campuses, contributing to the scholarship on the curricular approach, and helping many campuses design, implement, and assess their student learning efforts. The curricular approach is rooted in scholarship and the connections between what we know about learning, assessment, pedagogy, and student success. For many who have been socialized in a more traditional programming approach, it may feel revolutionary. Yet, it is also obvious because it is straightforward and simple.

Peer-to-peer Training Facilitator's Guide

The Creative Facilitator's Guide

An In-depth Guide to Citizen Preparedness : Facilitator Guide

Are You Ready?

Communication for Behavior Change

The Haccp Food Safety, Facilitator's Guide

The Curricular Approach to Student Affairs

This unique guide takes strategic planning to a new and more powerful level. It is the only book that integrates the planning process with team decision making and the facilitation skills needed to make them effective. Whether you're getting started or fine-tuning efforts in progress, this comprehensive toolkit-in-a-book will help you make your vision work. It shows how to bend, shape, and modify the conventional strategic planning process to meet your organizations goals. And it delineates the techniques and methods you need to succeed. Examples from actual companies illustrate each step of the process. There are also extensive views of several real-world planning efforts as they evolved over three to five years; these eye-opening cases reveal in depth what worked and what didn't. Moreover, *Team-Based Strategic Planning* is designed for active use at every stage. You'll find dozens of hands-on tools that will help you as your strategy evolves, including a proven strategic change process model that forecasts expected changes and results over a five-year period; cue cards and flow charts that plot the process and make it easier to master; self-contained facilitator guides for setting priorities, guiding the team to consensus, and using twelve classic techniques to help the team reach its objectives; and troubleshooting advice on problem intervention for CEOs, planning leaders, and facilitators. Team-based strategic planning is intricate and complex. Don't attempt it without an expert guide. From initial concept to final implementation, this is the practical and dynamic resource that you'll consult day after day, year after year.

Producing Virtual Training, Meetings, and Webinars

The Successful Leadership Development Program

Volume III: Using Entertainment – Education for Distance Education
Facilitator's Guide

Marriage in the Lord, Facilitator's Guide

The S.M.A.R.T. Guide to Getting Results With Groups

Facilitator's Manual on Election Training