

# Training Facilitator Guide

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New Hire Training Example

# Training Overview

## About the Document

### How to use this document

Explain how this document should be used. Should facilitators be using this to prepare for trainings ahead of time? Will they be using it to lead discussions during the training?

Point out the features of the document that the facilitator should be aware of. Are there links to outside resources throughout? Are there learning objectives at the top of each page?

## About the Training

### Training Schedule

If there is more than one day of training and especially if there will be more than one facilitator, outline the full training agenda here to show where this training fits in to the full curriculum.

	Day 1	Day 2	Day 3	Day 4	Day 5
9:00am	Welcome	Welcome	Welcome	Welcome	Welcome
10:00am	Icebreaker	Icebreaker	Icebreaker	Icebreaker	Icebreaker
11:00am	Discussion	Discussion	Discussion	Discussion	Discussion
12:00pm	Activity	Activity	Activity	Activity	Activity
1:00pm	Discussion	Discussion	Discussion	Discussion	Discussion

### The Goal

Explain what will happen as a result of this training. What skills, knowledge, or behaviors should facilitators be aiming to influence. This will act as a compass for the training. Think “if the training gets derailed, it will be okay as long as participants leave with\_”

### Participants

Understanding your audience is key to leading a successful training. Explain who the participants are. In the case of new hire training, you could say something like:

This training is intended to be delivered to new hires, regardless of their position, on their first day.

### Delivery

What’s the best way to deliver this training? Does it take place in a classroom? Online? Is there a blended learning approach? Outline this here to help the facilitator prepare appropriately.

# Day One Overview

## Day One Preparation Checklist

- Prepare participant workbooks
- Prepare activity handouts
- Set up user accounts

## Day One Agenda

Time	Section
9:00am	Welcome & Introductions
9:30am	Our Story
10:30am	Discussion
11:00am	Our Values
11:30am	Activity & Morning Debrief
12:00pm	Lunch
1:00pm	Warm-up Activity
1:30pm	Our Customers
2:00pm	Our Team

## Day One Objective

Explain what the participants will be able to do by the end of their first day. This should be a short list of observable actions, behaviors, or skills. The learning objective will help the facilitator measure how successful the training was.

# Day One Facilitator Guide

## Welcome & Introductions (30 mins)

**Description** At the top of the section, provide a snapshot of the discussions or activities ahead.

**Sections**

- Section 1 (duration)
- Section 2 (duration)
- Section 3 (duration)

**Objectives** After this section, participants should be able to:

- Objective 1
- Objective 2
- Objective 3

**Materials**

- Participant workbooks
- Facilitator presentation & notes
- Flip chart or shared document (for ground rules)


## Welcome (5 mins)

**OVERVIEW** Offer a quick explanation of what's covered in this section

**OBJECTIVES** List the objectives. What should the participants be able to do after this section?

**EXAMPLE SCRIPT** **Please note:** The example script is just a guide. It can be especially useful for newer presenters to know what it could sound like but facilitators should be encouraged to use their own voice.

### For Example:

 "Good morning and welcome! My name is \_ and I'm so excited to be leading your training this week.

*We are going to be spending the next five days together. The training this week is designed to provide you with the tools and skills that will help you become successful in your roles. You can expect a lot of discussion, practice, and self-paced learning.*

*After this week, you'll have the opportunity to take what you learned and apply it during on-the-job training"*

 Discussion Starters:

- ❖ *Who can tell me one thing they're looking forward to about this week?*
- ❖ *How many of you are feeling nervous about this week?*

## Icebreaker - Introductions (25 mins)

**OVERVIEW** Offer a quick explanation of the activity.

**OBJECTIVES** List the objectives. What should the participants be able to do after this section?

**ACTIVITY** Outline exactly what participants will need to do in the activity.


**For Example:**

1. Split into pairs
2. Spend five minutes sharing the following with your partner
  - Name
  - Role
  - One goal
  - A unique talent
3. After five minutes, we will come back together and each person will have the opportunity to introduce their partner to the rest of the group

**EXAMPLE SCRIPT**

**Please note:** The example script is just a guide. It can be especially useful for newer presenters to know what it could sound like but facilitators should be encouraged to use their own voice.

**For Example:**

 *“To kick off the day, we’re going to be breaking out into pairs for an icebreaker activity. During this activity, you’re going to be sharing your name, your role, one of your goals this week, and a unique talent.*

*I’ll start. I started here in 2018 as a trainer working with new team members like you to make sure you’re supported in your learning and development here. One of my goals for this week is \_. One of my unique talents is \_”*