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CON18K - KYLER LYONS

Achieve Your Company Goals with a Team Management System For an organization to achieve its vision, mission, and strategic objectives, everyone must do their part. But without a Team Management System (TMS), it can be challenging to keep teams moving in the same direction. A strong TMS ensures attitudes and work behaviors are aligned throughout your organization. Your TMS calls on each team to set performance goals aligned with the enterprise's strategic objectives. Every quarter, teams report progress towards achieving stated goals. Why Use Right-Minded Teamwork's TMS Model? In this book, you will learn the Right-Minded Teamwork (RMT) approach

to implementing a Team Management System. As you follow this four-phase plan, you will align teammate attitudes and work behaviors with company values to produce results. Within the first six to 12 months, your TMS will begin paying for itself. Within the first year, your TMS will demonstrate consistent, enterprise-wide gains. In this book, you will find detailed guidance on implementing all four phases. You will also find operation agreements, charters, and specific actions to take for the first 90 days and beyond. Here's How RMT's Team Management System Works TMS is much like your employee performance management system but on a team level. Every team in the enterprise sets performance goals that align with and

help achieve the enterprise's strategic plan. Every quarter, each team measures and reports its actual progress towards achieving those goals. The following teams should be initially involved in establishing the organization's TMS: Executive Leadership, TMS Steering Team, and Internal team-building facilitators. Eventually, the TMS is rolled out across the organization, and all teams participate. Phase 1 - Executive Leadership launches TMS. Here RMT is implemented in the executive team; RMT is adopted as the enterprise's standard teamwork process and Executives establish a Steering Team that will start up and initially manage the TMS. Phase 2 - Steering Team creates, organizes, and pilots the TMS. Here the Steering Team creates

the enterprise's startup TMS, chooses team facilitators, pilots the startup TMS in a few teams, and fine-tunes the TMS in preparation for a broader enterprise rollout. Phase 3 - Measure performance and roll out the TMS to all teams. Within three to four months after startup, the first quarterly TMS results are reported, The TMS is rolled out to more teams within the first 12 to 18 months and within 24 months, TMS quarterly reports demonstrate beneficial enterprise results. Phase 4 - Continue TMS for growth and sustainability. The Steering Team is transformed into a stable growth and management phase with the executive team's support and guidance. Benefits: Why Establish an RMT-Based Team Management System? When an enterprise has a strong Team Management System, you increase the likelihood that every team is aligned with the enterprise's strategic plan, thus operating with focused clarity. This enterprise-wide alignment ensures all teams are pulling the organization in the same direction. Consequently, the organization regularly achieves a higher percentage of its strategic goals year over year. Within the first six to 12 months, RMT's version of a TMS will begin

paying for itself. Within the first 18 to 24 months, TMS will report consistent and demonstrable enterprise-wide results. These results, when communicated internally, will foster employee motivation and pride. When communicated externally, the enterprise's reputation and stature increase. Start your journey today, and achieve enterprise-wide success with RMT's Team Management System.

This authoritative, updated and expanded title serves as the gold-standard resource to assist physicians, clinicians, and scientists in developing effective and satisfactory careers in academic medicine. Covering such critical topics as finding one's path in academic medicine, getting established at an institution, approaching work with colleagues, writing and reviewing manuscripts, conducting empirical research, developing administrative skills, advancing one's academic career, and balancing one's professional and personal life, each chapter includes valuable career pointers and best practice strategies, as well as pithy words to the wise and questions to ask a mentor or colleague. Building on the success of the first edition, the Roberts Academic Medicine Handbook: A

Guide to Achievement and Fulfillment for Academic Faculty, 2nd Edition includes new case examples and updated references, as well as many new and timely chapters on topics such as public speaking, working with the media, working with community-based organizations, philanthropy, and finding meaning and a sense of belonging in one's work. The Roberts Academic Medicine Handbook, 2nd Edition is an indispensable resource for all professionals entering or already established in academic medicine who wish to achieve a fulfilling career.

In her new book, award-winning principal and leadership expert Cathie West provides education leaders at all levels with the tools and guidance they need to engage teachers in the process of increasing student achievement. With authentic examples and research highlights, readers learn how to develop a motivated faculty that is truly dedicated to school improvement and student success. The "Six Keys" covered in the book are both substantive and comprehensive and offer a clear path to success: Key 1: Create a Culture of Engagement Teacher engagement definition, attributes, and steps towards attainment

Key 2: Get Organizationally Engaged Exemplary organization qualities, leadership styles, and effectiveness strategies Key 3: Engineer Engagement Quality meeting characteristics, engagement activities, and leadership techniques Key 4: Zero in on Best Practice Effective teaching attributes, instructional practices, and success tips Key 5: Tap into Teacher Leaders Teacher leader selection, training, and strategic deployment Key 6: Confront Change Challengers Challenger profiles, interventions, and support suggestions BONUS! Every chapter includes a wrap-up to help readers review, apply, and retain new learning for each of the six keys to teacher engagement: Key Concepts provides a bulleted summary of each theme's major concepts to help readers review key ideas. Best Strategies summarizes each chapter's high impact teacher engagement strategies. Steps to Success suggests activities that will move new concepts and skills into practice. NOTEWORTHY: This book is also an excellent resource for university and college instructors who are responsible for teacher and principal preparation. The 6 Keys to Teacher Engagement substantially supports graduate level courses pertaining

to educational leadership, school improvement, curriculum and assessment, and professional development.

- Faith formation resource for children on human sexuality
- For use in congregational, home, and school settings This sexuality education resource from a mainline/progressive denominational prospective aids the leader, child (participant), and parent in learning about their body and using skills that enable them to embrace and affirm the wholeness of sexuality as part of who they are. Session plans will address facts about sexuality, vocabulary, decision making, faith and daily life, respect, growth and change, behavior, responsibility, values, prayer, and intentionality in an age appropriate manner for children and their parents. One Leader Guide will cover all ages, with three Parent Books (Preschool: 3- to 5-year-olds, Primary: 6- to 8-year-olds, and Intermediate: 9- to 11-year-olds), and two Participant Books (Primary and Intermediate ages). Session topics include:
 - We are Wonderfully Made
 - We are Complex
 - We are Changing
 - We are Knowledgeable
 - We are Equipped
 - We are Called
 - We are Growing Up

A Teacher's Guide to Philosophy for Children provides educators with the process and structures to engage children in inquiring as a group into 'big' moral, ethical and spiritual questions, while also considering curricular necessities and the demands of national and local standards. Based on the actual experiences of educators in diverse and global classroom contexts, this comprehensive guide gives you the tools you need to introduce philosophical thinking into your classroom, curriculum and beyond. Drawing on research-based educational and psychological models, this book highlights the advantages gained by students who regularly participate in philosophical discussion: from building cognitive and social/emotional development, to becoming more informed citizens. Helpful tools and supplementary online resources offer additional frameworks for supporting and sustaining a higher level of thinking and problem-solving among your students. This practical guide is essential reading for teachers, coaches and anyone wondering how you can effectively teach philosophy in your classroom.

Faculty and students confront persistent racial, economic, and social inequities in

higher education locally, nationally, and globally. To counter these inequities, there has been a recent focus on universities providing an inclusive curriculum that serves the needs of students from a wide range of backgrounds. Inclusive and equitable courses and instruction are crucial in today's world as calls for racial and social justice grow, particularly in higher education. Universities and instructors must take action and make changes to best serve their students. Cases on Academic Program Redesign for Greater Racial and Social Justice provides an equity-oriented practical guide for those in higher education who are engaged in the work of curricular reform or program development. It also explores practices and approaches to curriculum development that consider program quality and equitable outcomes as mutually beneficial and necessary outcomes. Covering a range of topics such as antiracism and mindful hiring, it is ideal for teachers, instructional designers, curricula developers, administrators, academics, professors, educators, researchers, those working in higher education, and students. In this essential guide, Meghan Casey outlines a step-by-step approach for doing

content strategy, from planning and creating your content to delivering and managing it. Armed with this book, you can confidently tackle difficult activities like telling your boss or client what's wrong with their content, getting the budget to do content work, and aligning stakeholders on a common vision. Reading *The Content Strategy Toolkit* is like having your own personal consulting firm on retainer with a complete array of tools and tips for every challenge you'll face. In this practical and relevant guide, you'll learn how to: Identify problems with your content and persuade your bosses it's worth the time and resources to do it right Make sense of your business environment and understand your audience Get stakeholders aligned on business goals and user needs Set your content strategy and decide how to measure success Create, maintain, and govern on-strategy content You'll learn to control your content—and not have it control you. Here's an easy-to-follow, practical, easily-implementable, 21st-Century marketing book for academic and special libraries. Written by two practicing librarians who are passionate about communicating with users, the book provides both the inspira-

tion and drive to market your library and practical tips and suggestions on how to do that effectively. Topics covered include: The process of planning a marketing campaign and how some time spent on planning at the outset can help keep you focused and help you determine your level of success. The importance of using brands and brand identity to help you establish your library's brand and market that aggressively to your users and potential users. Brand consistency is stressed here. Marketing tools: Digital publications, Social media, Visual and print marketing materials, Personal interactions Events you can use throughout the year. For each topic, we will talk about best practices, what works, what often doesn't, and we share best concise case studies from all types of academic and special libraries.

The book presents five significant areas of learning within professional programmes of preparation most applicable to student nurses and midwives in their pre-registration education but also with relevance to other learners on healthcare related disciplines. This volume has emerged from several sources: the editor's role as a Director

for Learning and Teaching in Adult, Child Nursing and Midwifery and also from an EU funded project looking at quality benchmarks and assuring clinical learning environments (HEALINT). The Francis Report (Francis 2013) and the Shape of Caring Report (Willis 2015) highlighted challenges related to practice learning and mark a renewed focus in its overall significance (Morley et al 2017). In addition to discussions regarding models of support in practice, there is also a clear emphasis on the need for nurses to have the knowledge and skills to undertake more flexible roles and an increasing requirement for nurses to have higher order knowledge and skills at the point of registration, according to the UK Nursing and Midwifery Council (NMC 2017). The book will meet these new educational needs especially for educators working in Nurse and midwife colleges. The new standards of proficiency for pre-registration nursing were published in 2018, with all higher education institutions (HEIs) approved to deliver the programme from September 2019. This creates a demand for a publication which explores the potential impact of a new education approach and issues with preparation (teaching and

learning) for nurses and the breadth and dimensions of teaching and learning. NMC proposed roles of Practice Supervisor, Practice Assessor and Academic Assessor will not have a prescribed preparation programme and universities and practice partners will be seeking guidance and direction in developing local programmes of preparation.

Over the past 10 years in the field of human and organizational development, the approach to team building has moved from problem solving and conflict management to helping work groups and organizations build a foundation of trust, cooperation, and mutual support. Focusing on collaboration rather than resolving conflict, *Building Better Teams: 70 Tools and Techniques for Strengthening Performance Within and Across Teams* offers a fresh approach to team building. It provides proven tools for the most common needs of teams, including establishing trust, building consensus, managing change, working virtually and across boundaries, and dealing with setbacks.

This is a practical guide to the use of simulation in emergency medicine training and evaluation. It covers scenario building, de-

briefing, and feedback, and it discusses the use of simulation for different purposes, including education, crisis resource management and interdisciplinary team training. Divided into five sections, the book begins with the historical foundations of emergency medicine, as well as education and learning theory. In order to effectively relay different simulation modalities and technologies, subsequent chapters feature an extensive number of practical scenarios to allow readers to build a curriculum. These simulations include pediatric emergency medicine, trauma, disaster medicine, and ultrasound. Chapters are also organized to meet the needs of readers who are in different stages of their education, ranging from undergraduate students to medical directors. The book then concludes with a discussion on the future and projected developments of simulation training. *Comprehensive Healthcare Simulation: Emergency Medicine* is an invaluable resource for a variety of learners, from medical students, residents, and practicing emergency physicians to emergency medical technicians, and health-related professionals.

Problem-based learning online is a bur-

geoning area, crying out for support in all the disciplines, but particularly health, medicine, education and social care that are already advanced users of problem-based learning in higher education. This book provides highly grounded research based ways for those wanting to change problem-based learning modules and programs from face to face to online approaches, as well as those who have developed e-learning components but who want to adopt problem-based methods. Providing an overview of the current state of problem based learning online, it examines why we're moving from face to face to online provision, considers existing forms of provision, outlines common mistakes and strategies to avoid future problems, and shows how to effectively facilitate learning. Illustrated by mini case studies and examples of international projects, it provides guidance on effective design, online collaboration and group dynamics, and explores the common, and complex, decisions faced when choosing which form of problem-based learning to adopt. Including practical information and resources for games and activities, scenarios of problem-based learning in the

different disciplines, advice for supporting staff and students, and effectively evaluating the tools, skills and pedagogy needed for learning, this book is an essential guide for all practitioners involved in the design and delivery of problem based learning online.

This balanced guide to agility gets past the hype and frustration to help frustrated leaders transform their agile transformations. Agile transformations are supposed to make organizations modern, competitive, and relevant. But in the well-intentioned effort to move into the future, change leaders find themselves frustrated by pushback, limited impact, poor practices, and unfair criticism. What's going on? Jesse Fewell's book cuts through the "quick-fix" hype of agile theory and explains a recurring transformational pattern that unpacks what holds organizations back. The boost is the initial gains from logical first steps; the barrier is the unavoidable roadblock that must come next; and the rebound is the way forward to further gains by leaning against the concept of the original boost. With these counterintuitive rebounds, Fewell identifies seven lead-

ership moves that can be used to unblock stalled agile transformations. No, your transformation is not a failure. It turns out the buy-in, the talent, the alignment, and the growth you need to break through are already in front of you; it's all simply hidden under the surface—undiscovered, unutilized, and untapped.

Making participation real requires workshops, training and learning that are themselves participatory. This sourcebook makes easily accessible the author's experience in the field.

Advanced Practice Nursing: Essential Knowledge for the Profession, Fifth Edition is a core advanced practice text used in both Master's Level and DNP programs. This bestselling textbook is framed around the AACN's Master's Essentials as well as the Essentials for Doctoral Education featuring the most up-to-date content on each set of Essentials. Throughout the Fifth Edition the authors address the rapid changes in the health care environment with a special focus on health care finance, electronic health records, quality and safety as well as emerging roles for the advanced practice nurse. Patient care in the context of the advanced nursing

role is also 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

This 180 page full colour book will help LEGO(R) Serious Play(R) facilitators plan and deliver professional workshops. It has 44 detailed facilitation techniques from master trainer Sean Blair. The book outlines stories from 20 graduates describing what happened after their training, where they now use the method, and their tips and lessons learnt.

How can you establish a customer-centric culture in an organization? This is the first comprehensive book on how to actually do service design to improve the quality and the interaction between service providers and customers. You'll learn specific facilitation

guidelines on how to run workshops, perform all of the main service design methods, implement concepts in reality, and embed service design successfully in an organization. Great customer experience needs a common language across disciplines to break down silos within an organization. This book provides a consistent model for accomplishing this and offers hands-on descriptions of every single step, tool, and method used. You'll be able to focus on your customers and iteratively improve their experience. Move from theory to practice and build sustainable business success.

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 imple-

ment 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.

Featuring a new preface, afterword and Radically Candid Performance Review Bonus Chapter, the fully revised & updated edition of Radical Candor is packed with even more guidance to help you improve your relationships at work. 'Reading Radical Candor will help you build, lead, and inspire teams to do the best work of their lives.' - Sheryl Sandberg, author of Lean In. If you don't have anything nice to say then don't say anything at all . . . right? While this advice may work for home life, as Kim Scott has seen first hand, it is a disaster when adopted by managers in the work place. Scott earned her

stripes as a highly successful manager at Google before moving to Apple where she developed a class on optimal management. *Radical Candor* draws directly on her experiences at these cutting edge companies to reveal a new approach to effective management that delivers huge success by inspiring teams to work better together by embracing fierce conversations. *Radical Candor* is the sweet spot between managers who are obnoxiously aggressive on the one side and ruinously empathetic on the other. It is about providing guidance, which involves a mix of praise as well as criticism – delivered to produce better results and help your employees develop their skills and increase success. Great bosses have a strong relationship with their employees, and Scott has identified three simple principles for building better relationships with your employees: make it personal, get stuff done, and understand why it matters. *Radical Candor* offers a guide to those bewildered or exhausted by management, written for bosses and those who manage bosses. Drawing on years of first-hand experience, and distilled clearly to give practical advice to the reader, *Radical Candor* shows you how to be success-

ful while retaining your integrity and humanity. *Radical Candor* is the perfect handbook for those who are looking to find meaning in their job and create an environment where people love both their work and their colleagues, and are motivated to strive to ever greater success.

Nobody likes to lose good employees. But sometimes the loss of a key employee can be disruptive to the business at best, and completely disastrous at worst. Organizations that don't take steps to address future talent needs at all levels will face some major obstacles or even near collapse when undervalued key employees get burned out and leave you to fend for yourself. The most comprehensive book on the subject, the fifth edition of the best-selling *Effective Succession Planning* covers every base of how to address future talent needs before a crisis hits, including how to:

- Identify competencies and clarify organizational values
- Plan for and quickly fill crucial vacancies at all levels
- Develop and retain top talent
- Assess current needs and future resources for seamless succession planning
- And more

Updated with current best practices, trends, and

technology, the latest edition also includes: succession planning for small businesses and nonprofits; replacement planning; transition management; downsizing; international issues; mergers and acquisitions as a talent strategy; and succession planning for technical positions as well as roles built on longstanding social relationships. Don't risk the loss of your most valued employees and their accumulated wisdom and experience that has been key to your company's success for many years. *Effective Succession Planning* is your go-to indispensable guide for avoiding the catastrophe that losing them would bring.

Learn how to increase rigor so that all students can reach higher levels of learning! With this new edition of a teacher-tested best seller, you get practical ideas for increasing text complexity, providing scaffolding during reading instruction, creating open-ended projects, and much more. The enhanced second edition provides important connections to the Common Core State Standards, plus new sections on problem-based learning, implementation of high standards, and working with special-needs students.

Start, Build, and Navigate Your Training

and TD Career ATD's Handbook for Training and Talent Development is the premier resource and compendium of everything a training and talent development (TD) professional needs to know to start, build, and navigate a thriving career. Now in its third edition and grounded by the Talent Development Capability Model, this is more than a revised volume. This edition offers an up-to-date view of the growing roles of talent development professionals, our changing world of work, and the critical need for business alignment. Edited by Elaine Biech, the third edition is divided into eight sections comprising 57 chapters authored by 100 expert practitioners—the brightest thinkers in the field—who share foundational and advanced perspectives and information. The Handbook dives deeply into growing professional expertise and personal skills, virtual learning and remote work, trends affecting TD, managing organizational and career change, growing roles in TD, and understanding organizational impact and business alignment. Fifty online tools are available to download, and there is also a glossary and references. TD professionals, keep this practical, companionable volume close by; it's the refer-

ence you will always turn to. A Who's Who of Talent Development Experts and Leaders Contributors Section I: The Foundations of Learning and Development: Tacy Byham Contributors: Lorrie Lykins • Becky Pike Pluth • Jonathan Halls • Preethi Anand Section II: Planning a Career in Talent Development: Beverly Kaye Contributors: Morgean Hirt • Rich Douglas • Catherine Lombardozzi • Ryan Gottfredson • Travis Waugh • Jean Greaves Section III: Training and Development Basics: Bob Pike Contributors: Angel Green • Ingrid Guerra-Lopez • Sharon Boller • Brian Washburn • Crystal Kadakia and Lisa Owens • Hadiya Nuriddin • Mhairi Campbell • Nancy Duarte • Jeff Davenport • Jim Kirkpatrick • Wendy Kirkpatrick • Jack Phillips • Patti Phillips Section IV: Enhancing and Supporting Talent Development: Elliott Masie Contributors: George Hall • Jennifer Hofmann • Maureen Orey • Emma Weber • Diane Elkins • Cindy Huggett • Cindy Clay Section V: Required Forward-Focused Proficiencies and Attitudes: Rita Bailey Contributors: Wendy Gates Corbett • David Macon • Greg Owen-Boger • Dale Ludwig • Michael Wilkenson • Dianna Booher • Maria Morukian • Alex Adamopoulos • JD Dillon

Section VI: Expanded Roles of Talent Development: Kimo Kippen Contributors: Wendy Axelrod • Barbara Goretsky • Halelly Azulay • Jenn Labin • Laura Francis • Kim Barnes • Bev Scott • Andrew Sobol • Tammy Bjelland • Lou Russell Section VII: Aligning the Learning Function to the Organization: Ken Blanchard Contributors: Jack Zenger • Joe Folkman • William Rothwell • Angela Stopper • Aileen Zaballero • Jim Kouzes • Barry Posner • Kevin Cope • Norma Dávila • Wanda Piña-Ramírez • David Vance • Emily Wood Section VIII: Talent Development's Role for Future Success: John Coné Contributors: Holly Burkett • Tonya Wilson • Andy Trainor • Dave Forman • Christie Ward • Jennifer Stanford • Karl Kapp • Jessica Briskin • Larry Wolf

In a classroom setting interaction among students is the norm. How do you replicate that informality, spontaneity, and focus online? This book provides you with a framework to think about the different kinds of engagement you want to foster -- whether participation, collaboration, or quick feedback -- and then introduces you to available online tools, some of which may be in your LMS, offers practical tips, and guides you to how make the most of commonly

available technologies to achieve your goals. Within the context and progression of a course -- from developing a welcome page, presenting yourself and the purpose of your course, to icebreakers, assignments, and alternative forms of assessment -- the authors introduce you to a range of easy-to-use online tools that they have introduced to the faculty and teachers in their classes, and that foster active learning and student engagement. In doing so they provide a checklist that you can also access and print from the Web, to help you review additional tools from the wide and ever-growing range of tools that are available online and determine whether they are appropriate for what you want to accomplish. This book will help you connect with students, whether you're teaching synchronously or asynchronously, regardless of the devices students may be using; develop community; and introduce you to gamification to add enjoyment and variety to your students' experience of your class. Recognizing that using new tools with confidence requires practice, the authors offer ideas for implementing them in private online spaces. Each chapter concludes with reflection ques-

tions that can be addressed individually by the reader or within a learning community to encourage faculty to work together and support each other in virtual teaching and learning. This book addresses the challenge of embracing new models of course offerings to students in the evolving landscape of virtual learning.

Marriage in the Lord: Forming Couples for a Sacramental Marriage provides marriage ministers with fully prepared formation sessions in order to facilitate discussion with engaged couples preparing to be married in the Catholic Church in a dynamic and meaningful way.

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.

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 facil-

itators 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.

Based on Patrick Lencioni's extraordinarily successful leadership fable *The Five Dysfunctions of a Team*, this *Participants Workbook* outlines Lencioni's powerful model and the actionable steps that can be used to overcome five common problems that may prevent your team from performing at its best: 1. Absence of Trust 2. Fear of Conflict 3. Lack of Commitment 4. Avoidance of Accountability 5. Inattention to Results

Facilitators exist wherever learning happens. Anyone who works in a community organization, a corporation, a government, or a healthcare environment can end up leading a workshop, running a course, or otherwise facilitating others' learning. Facilitators can also be consultants or post-secondary instructors who have been hired to lead one course or more. However, many people haven't been trained in how to facilitate learning effectively. *Design to Engage* is a "how to" book that will help you become an effective designer and facilitator of learning events. You will:

- learn about facilitation roles and responsibilities;
- discover what good learning experiences look like;
- plan for and design effective learning events using practical, straightforward design strategies;
- raise your awareness about how to create inclusive, comfortable environments.

Along with specific recommendations on developing the skills and strategies necessary to be an effective facilitator, you'll find priceless advice on creating participatory activities to keep learners involved, assessing participants' learning, gathering feedback about learning experiences, and how to grow your facilitation practice. The more engaging and

interactive you make your learning events, the more people will actually learn from them. Practical, accessible, and jam-packed with tools to support facilitators to create impactful learning experiences, *Design to Engage* is a revelation and an inspiration.

NEW YORK TIMES BESTSELLER WALL STREET JOURNAL BESTSELLER "Sprint offers a transformative formula for testing ideas that works whether you're at a start-up or a large organization. Within five days, you'll move from idea to prototype to decision, saving you and your team countless hours and countless dollars. A must read for entrepreneurs of all stripes." --Eric Ries, author of *The Lean Startup*

From three partners at Google Ventures, a unique five-day process for solving tough problems, proven at more than a hundred companies. Entrepreneurs and leaders face big questions every day: What's the most important place to focus your effort, and how do you start? What will your idea look like in real life? How many meetings and discussions does it take before you can be sure you have the right solution? Now there's a surefire way to answer these important questions: the sprint. De-

signer Jake Knapp created the five-day process at Google, where sprints were used on everything from Google Search to Google X. He joined Braden Kowitz and John Zeratsky at Google Ventures, and together they have completed more than a hundred sprints with companies in mobile, e-commerce, healthcare, finance, and more. A practical guide to answering critical business questions, *Sprint* is a book for teams of any size, from small startups to Fortune 100s, from teachers to nonprofits. It's for anyone with a big opportunity, problem, or idea who needs to get answers today.

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.

This Leader Guide contains nine sessions for engaging high school students, (ages 14-18 years) in conversation about faith and sexuality in the *These Are Our Bodies* program, helping participants and their

adult parents or guardians deepen their connection between God, the Bible, and sexuality. Each session uses scripture as an integral piece of the program using the NRSV or Common English Bible translation. Facilitators and small group leaders will find detailed planning information as well as background and useful information to employ the program in your church or community in a variety of settings: youth group, Christian education, camps, or retreats. Comprised of two sections, "The Introduction" provides the goals of the curriculum, describes parts of each lesson, and provides all needed information for leaders to implement the program. The second section offers nine full session plans that have five parts that work together to create a hands-on, interactive approach to learning: Gather, Grow, Grapple, Guide, and Go. These offer creative and playful ways to engage with the material and participants in ways that provide intentional group formation, engage the nature of high schoolers, offer time to wrestle with new material, provide words of blessing and affirmation, and allow time to move from the sessions back into the world. The Facilitator leads each session with the help

of Small-Group Leaders who facilitate the games, activities, and discussions. SESSION 1: This is Our Introduction (John 15:16-17; Luke 2:41-52; Luke 19:45-48) SESSION 2: This is Our Language (Proverbs 19:2; Ephesians 4:25-32) SESSION 3: This is Our Value System (Philippians 4:8; Romans 7:14-25) SESSION 4: This is Our Identity (Psalm 139:13-16; 1 Corinthians 12:12-27) SESSION 5: This is Our Self Image (Genesis 1:26; Genesis 3:1-11) SESSION 6: This is Our Relationship (Ephesians 4:25; 1 Corinthians 13) SESSION 7: This is

Our Health (Proverbs 2:10-11; Matthew 13:10-17) SESSION 8: This is Our Dignity (Matthew 22:37-39; Luke 8:40-56) SESSION 9: This is Our Theology (Isaiah 30:21; John 14:1-14) Audience: Clergy, Christian educators, youth ministers

This 194 page colour book is Sean's 3rd book about professional facilitation of LEGO Serious Play. Detailing new techniques to achieve successful outcomes ONLINE. Including step-by-step guides, graduate stories & bonus downloads.

Are you making the most of the greatest

asset in your business? To make your good business a great business you need to have more than just a strong product or service. Having a high-performing team in your organisation is guaranteed to give you a competitive advantage. Andrew Jenkins helps you discover how to cultivate in your people the willingness to grow as individuals and as a group. Packed with easy-to-follow activities, exercises and models, this Authority Guide explains how to build a high-performing, collaborative, trusting and resilient team.