WORKSHEET
Phase: Map

Why this phase is important

It outlines details about the learning experience to keep you on course:

- Before – how will you prepare the learners?
- During
  - Resources needed
  - Detailed agenda
- After – follow-up communication
Your Map Must be Precise
... Otherwise you and your learners will get lost

Map Template

Topic: __________________________

Time Available: 30 minutes  Instructor: _______________

a) Send materials in advance?
   • Resources needed for participants (e.g. checklists, job aids)

b) Ideas for Resources
   • Energetic Presenter
   • PowerPoint Slides
   • Handout
   • Picture or object
   • Job aid
   • Checklist
   • Quiz
   • Video clip

c) Detailed Agenda

<table>
<thead>
<tr>
<th>Component</th>
<th>Time</th>
<th>Activity</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set-Up</td>
<td>10 minutes</td>
<td>Resolve issues (e.g. volume, framing)</td>
<td>OTN Guides, OTN Service Desk</td>
</tr>
<tr>
<td>Start</td>
<td>5 minutes</td>
<td>Welcome, Introduce yourself, Introduce the topic and questions/ challenges you’ll tackle together, Role call</td>
<td></td>
</tr>
<tr>
<td>Connect with Learners – grab their attention</td>
<td>5 minutes</td>
<td>Challenging question, What would you do?, What’s not right about this situation? What would make it better?, Story</td>
<td></td>
</tr>
<tr>
<td>Share content</td>
<td>5 minutes</td>
<td>Share information and how it links to Connect with Learners section. Reinforce 3 DO’S from Section A of Design document</td>
<td></td>
</tr>
<tr>
<td>Learner Engagement</td>
<td>10 minutes</td>
<td>Your ideas from Section B of Design document</td>
<td></td>
</tr>
<tr>
<td>Wrap-Up</td>
<td>5 minutes</td>
<td>Reinforce 3 DO’S from Section A of Design document, Follow-up training</td>
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d) Send follow-up communication?
Map Template

Topic: ______________________

Time Available: 30 minutes  Instructor: __________________________

a) Send materials in advance?

b) Ideas for Resources
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d) Send follow-up communication?
Your Notes

Set Direction
Organize Event
Design
Map
Deliver