

Training Materials Development Guide

This guide will lead you through some best practices for developing various training materials. See the Additional Resources file for more resources on this and other topics.

Training Material	What to Keep in Mind
<p>Participant Handouts A print or digital handout is useful for all types of training, even webinars.</p>	<ul style="list-style-type: none">• Provide space for participants to complete exercises and take notes.• Share additional resources and references for participants who wish to explore further.• Use clear, legible font to make the handout easy to read.
<p>Presentation Slides This includes PowerPoint, Keynote, and other presentation programs.</p>	<ul style="list-style-type: none">• Slides should be used to (a) provide a visual example, (b) anchor key concepts, and (c) display instructions for activities. Put text-heavy information in your handout as much as possible.• Set the slide dimensions to either 4:3 or 16:9 (wide screen), depending on the screen you'll be presenting on.• Use a minimum of 24-point font to make the text easy to read on screen.• Avoid distracting or hard to read text colors.• Keep text to a minimum. You want to avoid reading your slides, and connect with your audience instead for better presentation skills.• Have a clear purpose for the graphics you use.
<p>Facilitator Guides This serves as an instruction manual for the person leading the training.</p>	<ul style="list-style-type: none">• Determine whether it's just you or others who will deliver the training. You'll need to provide additional information if others will facilitate the training, too.• Provide estimates on how long activities will take.• Describe the rationale and objective(s) for each activity along with the instructions for the activity itself.• Arrange the guide to make it easy to quickly skim and scan in class. For example, you can use a two-column format like this document where the left-hand column names the activity and provides suggested timing, while the right-hand column provides detailed instructions.