

Example Participant Workbook

[course title]

Participant's Workbook

[business | division | department]

Date: 1/08/2006

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About this workbook

Description

This module can be completed as either:

- facilitator-led, classroom-based training held over [?] days, or
- stand-alone, self-paced learning that participants can study by themselves, within a timeframe agreed with a coach/mentor. As a general guideline, this module takes about [? hours/days] to complete (working an average of [?] hours a day/week).

Icons used in this guide

Icons

Icons are used throughout this guide to provide quick visual references. They indicate the following:

Icon	Meaning	Icon	Meaning
[icon]	[meaning]	[icon]	[meaning]

Contents of this guide

Summary of contents

This learning module includes:

- readings
- discussions
- demonstrations
- exercises
- role-plays
- case studies
- quizzes

Readings

When on-the-job, participants will have access to information resources, e.g. manuals, intranet, etc. The aim of the readings is to ensure participants:

- become familiar with the content and structure of these resources
- are able to interpret and apply the content effectively.

Discussions

During the module, participants may be asked to discuss a particular topic with the leader, other participants or work colleagues. The aim of the discussion is to:

- explore and evaluate different ideas and perspectives
- brainstorm new ideas
- learn from the experiences and expertise of others

Demonstrations

During the module, the leader may demonstrate actual examples, for example demonstrating the use of a system.

The aim of the demonstration is to:

- illustrate real examples
- highlight key points

Demonstrations usually precede participants carrying out exercises on their own.

Exercises

During the module, participants may be asked to complete written or practical exercises. The aim of the exercise is to allow participants to:

- put what they have learnt into practice
- check their understanding of the content covered

Role-plays

Role-plays are carried out with the leader, other participants or work colleagues, so participants can practice applying behaviour-based principles.

Case studies

Case studies are based on realistic work scenarios, presenting real problems. The aim of a case study is for participants to:

- interpret and apply their knowledge to realistic situations
- think through issues and problems and arrive at their own conclusions

Case studies do not necessarily have a right or a wrong answer.

Unit quizzes

At the end of each unit, participants may need to complete a short quiz. The aim of the quiz is to:

- assess the participants understanding of the content presented
- prepare the participants for the formal assessment

About this module

Module overview

[what will this module cover?]

[how does this link to the participant's job purpose?]

Learning objectives

Upon completing this module, participants will be able to:

- [list the learning objectives of this module]
-
-

Target audience

The module has been designed to be delivered to:

- [?]
- [?]

Pre-requisites

Prior to completing this module, the following modules need to be completed:

- [module name]
- [module name]

Course overview

Introduction

This module is part of the [?] course.

Aim

This course is designed to [?].

Business rationale

This course was developed [why?].

Course map

The table below summarizes the course structure and where this module fits into the overall course.

[insert a diagram of the course map or complete the table below]

Module	Unit
[module title]	[unit title]

Assessment process and criteria

Introduction

The assessment process is conducted using a variety of methods to assess:

- the participant's knowledge, skills and behaviours
- how they apply them **in the workplace**.

Informal assessment

During the module, participants will be asked to complete exercises, case studies and role-plays designed to help them practice what they have learned.

At the conclusion of each unit, there is a quiz to check the participant understands.

Formal assessment

At the completion of this module, the participant will be required to successfully complete a formal assessment. The formal assessment is made up of:

- [written assessment conducted by ?]
- [practical assessment conducted by ?]
- [on-the-job assessment conducted by ?]

Learning outline

Unit x - Unit title

Role-play x.x

Estimated time

[#] minutes.

Materials required

- [list resources/manuals/materials required]

Scenario

[brief description of the scenario]

Role [?]

[describe the role]

Role [?]

[describe the role]

Evaluation

When the role-play has been completed, participants need to complete either a self-evaluation or an observer evaluation.

The purpose of the evaluations is to help the participants:

- analyse performances, including their own
- receive and discuss feedback

Role-play self-evaluation

Review

Review your own preparation and performance.

No	Question	Low	Med	High
1	[question]			
2	[question]			
3	[question]			
4	[question]			
5	[question]			

Record

Record two things you could improve.

No.	Role-play improvements
1	

No.	Role-play improvements
2	

Role-play observer evaluation

Observer evaluation

After observing the role-play, complete the following evaluation and discuss your answers together.

No	Question	Low	Med	High
1	[question]			
2	[question]			
3	[question]			
4	[question]			
5	[question]			

Possible improvements

Record two things the participants involved in the role-play could improve.

No.	Role-play improvements
1	
2	

Case study x.x

Estimated time

[#] minutes.

Materials required

- [list resources/manuals/materials required]

Discussion

Discuss your answers with the group. You must give reasons for your answers.

Your answers should match the acceptable solutions or the leader should agree with your reasoning.

You have [#] minutes to complete this case study.

Case study

[describe case study here]

Question [#]

[question]

Your answer:

Your reasoning:

Practical exercise x.x

Estimated time

[#] minutes.

Materials required

- [list resources/manuals/materials required]

Time allocated

You have [#] minutes to complete this exercise.

When finished, [?].

Practical exercise

Let's practice [?].

- [what do they need to do in this exercise?]
-

Unit x - Quiz

Unit quiz

- Complete this quiz [individually] / [in teams]
- [do] / [do not] refer to the training reference materials
- [do] / [do not] discuss answers with other participants

Time allocated

Participants have [?] minutes to complete the following questions.

Materials required

- [list resources/manuals/materials required]

Question [#]

([#] marks)

Circle the correct answer(s).

[insert question here]

A. [answer]

- B. [answer]
- C. [answer]
- D. [answer]
- E. [answer]

Question [#]

([#] marks)

Complete the following list.

List [?].

- [sample list item]
- [sample list item]
- _____
- _____
- _____
- _____
- _____
- _____

Question [#]

([#] marks)

Fill in the missing words...

[statement]

Question [#]

([#] marks)

[question]

Question [#]

([#] marks)

[question]

- True
- False

Completion

When finished, [?].

Document control information

Document status

The current status of this document is shown below.

Course	[course title]
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Module	[module title]
Business area	[business division department]
Document number	PW_001
Version	1.0
Issue date	1/08/2006
Confidentiality	
Owner	
Contact	[title] [telephone number] [fax number] [email]

Document history

The history of changes made to this document is shown below. The most recent changes are listed first.

Version	Date	Summary of changes
1.0	[month, year]	First issue.

Approval

This document has been approved for publishing by:

Approved by	[name, job title and department]
Authorised by	[name, job title and department]
Accepted by	[name, job title and department]

Readings

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