

SESSION DETAILS: Clear Communication and Directions	LENGTH: 60 mins
Description When working with customers it can be easy to forget that we need to break down what we are saying as not every customer is as technologically savvy as we are. In this session, we are going to talk about how we can break down technical terms or complex concepts so our customers can understand what the issue is and what the resolution is. Lesson Objectives: - Understand who our audience is - Communicate complex concepts and terminology in a way that is easy to understand - Communicate resolution steps clearly, without defensiveness or blame Suggested Instructors:	

Pre-Session Prep Checklist		
Slides or Links to Present:	Print or Link to Handouts	Additional Resources for Context:
Explain it Like I am Five Video: https://vimeo.com/27060669		

Lesson Outline	Instructional Prompts
Overview of Clear Communication and Directions [Lecture, 5 minutes]	When working with customers it can be easy to forget that we need to break down what we are saying as not every customer is as technologically savvy as we are. In this session, we are going to talk about how we can break down technical terms or complex concepts so our customers can understand what the issue is and what the resolution is. Just like using the right tone and the right words can change the quality of your support, as we learned in the Conflict Resolution course, writing and speaking more clearly can make an immediate impact as well.
What is the customer's POV? [Discussion, 5 minutes]	Ask: Who are the customers who usually contact the support desk? Possible Answers:

Facilitation Guide Template

Cindy Huggett



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Vision Setting Facilitation Guide Christine Reynolds, Andrew Edwards, 2022-12-23 In this Strategic Planner you ll learn to leverage the Design Thinking mindset to build a bold vision and facilitate 3 easy workshops In addition readers of this eBook will benefit from learning how to take a human centred approach to vision setting in only 3 workshop sessions Activity templates to guide your team through vision building Step by step guide for vision building workshops Trade secrets to facilitate like a pro Talk tracks to captivate audiences Agendas to enable productive sessions Slide ware to easily communicate concepts and objectives This Strategic Planner and Guide will be helpful to anyone passionate about innovation regardless of experience or expertise This eBook is for Product Owners Focus on solving problems and prioritizing the right features to delight users Designers Better understand users needs and preferences to design best in class experiences Project Managers Facilitate thoughtful discussions to bring different perspectives to light Team Leaders Inspire transformational change and champion human centred design strategies Everyone Drive business results by designing human experiences and solving the problems that matter most to users

Facilitator's Guide to Participatory Decision-Making Sam Kaner, 2014-04-28 Unleash the transformative power of face to face groups The third edition of this ground breaking book continues to advance its mission to support groups to do their best thinking It demonstrates that meetings can be much more than merely an occasion for solving a problem or creating a plan Every well facilitated meeting is also an opportunity to stretch and develop the perspectives of the individual members thereby building the strength and capacity of the group as a whole This fully updated edition of The Facilitator s Guide to Participatory Decision Making guides readers through the struggle and the satisfaction of putting participatory values into practice helping them to fulfill the promise of effective group decision making With previous editions already embraced by business and community leaders and consulting professionals around the world this new book is even more insightful and easy to use New for this edition 60 pages of brand new skills and tools Many new case examples Major expansion and reorganization of the advanced sections of the book New chapter Teaching A Group About Group Dynamics Doubled in size Classic Facilitator Challenges Substantially improved Designing Realistic Agendas now three chapters with wise insightful answers to the most vexing questions about meeting design

The Curricular Approach to Student Affairs Kathleen G. Kerr, Keith E. Edwards, James F. Tweedy, Hilary Lichterman, Amanda R. Knerr, 2023-07-03 The curricular approach aligns the mission goals outcomes and practices of a student affairs division unit or other unit that works to educate students beyond the classroom with those of the institution and organizes intentional and developmentally sequenced strategies to facilitate student learning In this book the authors explain how to implement a curricular approach for educating students beyond the classroom The book is based on more than a decade of implementing curricular approaches on multiple campuses contributing to the scholarship on the curricular approach and helping many campuses design implement and assess their student learning efforts The curricular

approach is rooted in scholarship and the connections between what we know about learning assessment pedagogy and student success For many who have been socialized in a more traditional programming approach it may feel revolutionary Yet it is also obvious because it is straightforward and simple **Virtual Training Tools and Templates** Cindy Huggett, 2017-06-27 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 facilitators 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 **Civic Pedagogies: Teaching Civic Engagement in an Era of Divisive Politics** Lauren C. Bell, Allison Rank, Carah Ong Whaley, 2024 This book comes at a crucial time as the USA and countries around the world wrestle with an ongoing period of democratic backsliding that shows little sign of abating Alarmingly study after study shows that younger people are not convinced that democracy will endure and that a sizable number are no longer convinced that it should Especially as changing educational and political landscapes make efforts to educate for democracy both more necessary and more fraught contributors to this book offer innovative pedagogies and praxis grounded in political and civic theories aimed at strengthening democratic norms practices and institutions

Trainers' Manual on Facilitating Local Government-Led Community-Driven Development Asian Development Bank, 2018-12-01 This publication documents the process and materials needed to conduct interventions supporting the transition to local government led community driven development in the Philippines Under the technical assistance of the Asian Development Bank and financed by the Japan Fund for Poverty Reduction it was developed in collaboration with the Department of Social Welfare and Development's National Program Management Office for its Kapit Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services National Community Driven Development Program

The Secrets of Facilitation Michael Wilkinson, 2012-08-28 The revised edition of this facilitation classic offers a wealth

of targeted techniques for facilitators who seek effective consistent and repeatable results Based on Michael Wilkinson s proven SMART Structured Meeting And Relating Techniques approach The Secrets of Facilitation can help to achieve stellar results when managing presenting teaching planning and selling as well as other professional and personal situations This expanded edition includes new chapters on facilitating virtual meetings cross cultural teams and large groups and conferences It also provides a series of strategies for engaging teams additional information about making meetings more productive and further guidance on preventing dysfunctional behavior In addition the book contains a wealth of fresh case studies and an ancillary website with must have tools and techniques for both the beginner and the seasoned facilitator

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Rapid Instructional Design George M. Piskurich, 2015-01-20 The classic guide to instructional design fully updated for the new ways we learn Rapid Instructional Design is the industry standard guide to creating effective instructional materials providing no nonsense practicality rather than theory driven text Beginning with a look at what instructional design really means readers are guided step by step through the ADDIE model to explore techniques for analysis design development intervention and evaluation This new third edition has been updated to cover new applications technologies and concepts and includes many new templates real life examples and additional instructor materials Instruction delivery has expanded rapidly in the nine years since the second edition s publication and this update covers all the major advances in the field The major instructional models are expanded to apply to e learning MOOCs mobile learning and social network based learning Informal learning and communities of practice are examined as well Instructional design is the systematic process by which instructional materials are designed developed and delivered Designers must determine the learner s current state and needs define the end goals of the instruction and create an intervention to assist in the transition This book is a complete guide to the process helping readers design efficient effective materials Learn the ins and outs of the ADDIE model Discover shortcuts for rapid design Design for e learning Millennials and MOOCs Investigate methods for emerging avenues of instruction This book does exactly what a well designed course should do providing relevant guidance for anyone who wants to know how to apply good instructional design Eminently

practical and fully up to date Rapid Instructional Design is the one stop guide to more effective instruction **Manual for facilitators** László Milutinovits, Anca-Ruxandra Pandea, Stefan Manevski, Rui Gomes, Sabine Klocker, 2022-03-23 The Council of Europe youth sector aims at enabling young people across Europe to actively uphold defend promote and benefit from the Council of Europe's core values of human rights democracy and the rule of law notably by strengthening young people's access to rights deepening youth knowledge and broadening youth participation The activities of the European Youth Centres of Budapest and Strasbourg play a central role in the education and training of young multipliers of Council of Europe values The core of these activities is the programme of study sessions week long intercultural non formal learning activities that are held in cooperation with European youth organisations and networks These activities bring to the Youth for Democracy programme of the Council of Europe the unique experiences expectations and concerns of young people regarding contemporary issues and challenges that affect their access to rights and of participating in all spheres of society The study sessions of the European Youth Centres have been trendsetters in European youth work and remain a benchmark for intercultural youth activities This manual is published to support the quality of study sessions and other educational activities in the Youth for Democracy programme Preparing facilitators and developing their competences is one of the essential prerequisites for enabling exchanges of views and dialogical learning preparing the participants to act as multipliers in their day to day lives and ultimately contributing to the values and priorities of the Council of Europe and its youth sector This Manual for Facilitators provides essential information insights and practical tips in the planning and delivering of non formal education intercultural activities while taking into account essential approaches of intercultural learning human rights education and youth participation This manual is a contribution to the quality of intercultural non formal education activities of youth organisations and at making those activities a truly learning experience for young people in the Council of Europe

Design Knowledge Management System Santhosh Shekar, 2021-01-23 Every organization needs to manage their foundational knowledge dimension for better Organizational Development Learning Management Innovation Management Business Intelligence Information and Data Management Customer Relationship Management Human Resource Management and Risk Management to name a few An effective KM system would enhance organizational resilience and adaptability to the new order of the post pandemic world This book provides practical guidance for individuals and organizations to design and develop KM Systems based on ISO 30401 KMS Standard regardless of the industry type size and scale You will learn the fundamentals of human centered knowledge needs and how one can address them logically and systematically to develop the KM systems at Projects or Business Units or Organizations or even scale up to the National and Global level A practical case study is used to design and develop KM Systems It provides insights on Various KM lifecycles Customized KM Framework KM Methodology Tool Kits and Processes Different aspects of Knowledge Development Cycles Steps to develop KM Solutions Sample of Knowledge Architecture Scheme Development Length and breadth of KM Scoping and Measurement Checklists

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