Applicable Materials	Administrative Materials	Description	Comments
		- Examination results	
	Pre- and/or post- assessment exams	Level 2 Learning – Pre- and/or Post-Assessment measures knowledge gained during the training     Measures the achievement of learning objectives	
	Sign In Sheet	- Participants document training attendance	
Applicable Materials	Learner Materials	Description	Comments
	Activities and Exercises	Provide immediate practice opportunity for new skills Allow instructor/facilitator to monitor transfer of learning and adjust pace May include scenarios or real-world examples	
	Handouts	Include pertinent course summaries to be used for reference during and after the course	
	Job Aids	Graphics, flow charts, process flows, checklists to be used for quick reference after the course	
	Manuals	Support course instruction     Provide post-course reference	
	Presentations	Used to support verbal presentation     Reach visual learners	
	Visual aids	Flip charts, posters to be used for posting frequently referenced training concepts	
	Workbooks	Provide post-course reference	
Applicable Materials	Instructor Materials	Description	Comments
	Attendee list	Allows instructor to prepare for and tailor group exercises to the number of participants	
	Contact list	List of important points of contact (e.g., training team members, computer and technology support, venue managers, dining and hotel information)	
	Facilitator guides	Provide clear guidance and procedural notes on the event timing, content, delivery style and delivery methods instructors/facilitators should follow  Support consistent delivery from session to session and between different instructors  Describes equipment and supply needs  Background on a specific technical topic, guidance and questions to raise on role playing exercise	

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