

Level One Instructor/Facilitator Guide

Topic/ Objective	Instructional Event	Time Allotted	Student References (Page #s, etc.)
1. Course Objective	Show slide 1 (discuss the course objectives and ask for questions)	8:30 - 8:45 15 min.	Participant's Guide Page 2
2. Introduction of the Voice Messaging Concept	Show video tape program	8:45 - 9:05 20 min.	Participant's Guide Page 3 (key points to remember)
3. 	Show slide 2		

Note: You will also need a simple logistics checklist containing items like ordering audio visual equipment, scheduling classroom facilities, etc.