

Awareness Endurance Recovery

Facilitator's Instructions

The following instructions have been produced to assist facilitator's with preparing for delivery of "Awareness Endurance Recovery".

Kit Content

- 1 x CD with files as listed and described below
- 1 x Trainers Manual
- 1 x Facilitator's Instructions sheet
- 1 x Participants Manual and 1 x Participants Manual pages for photocopy purposes
- 1 x set up overhead transparencies (17 in total)
- 1 x set of handouts (13 in total)

Please Note: Static may cause the overhead slides to stick. If this occurs simply peel them apart. This should not damage the printed quality in any way.

CD File content

1. Awareness Endurance Recovery Overheads.ppt MS PowerPoint 97/2000 file format	The kit gives you the option of presenting the overheads using overhead transparencies or on a MS PowerPoint Slide show.
2. Awareness Endurance Recovery Trainers Manual.doc MS Word 97/2000 file format	File copy of Trainer's manual (additional copy(s) can be printed in cases where there is more than one facilitator).
3. Cover page trainers manual.doc MS Word 97/2000 file format	For reproduction of the cover page of the manual if desired
4. Handouts.doc MS Word 97/2000 file format	All handouts are together in order of presentation. You can choose either to print them from CD or photocopy the handouts
5. Participants manual first print side.doc MS Word 97/2000 file format	Pages have been collated for printing of Participant's Preparedness Guide, or you can choose to photocopy the manual.
6. Participants manual reverse print side.doc MS Word 97/2000 file format	Whether printing or photocopying you should use both sides of the paper. See printing instructions below.
7. Binder Cover.doc MS Word 97/2000 file format	Cover page for transferring to special binders.
8. CD Label.doc MS Word 97/2000 file format	CD Labels for use with "Avery Laser Media CD Labels (Software Code L7660, Avery Re-Order Code 959042)".
9. Certificate.ppt MS PowerPoint 97/2000 file format	Certificate for distribution to participants on completion if required.
10. Facilitator's Instructions.doc MS Word 97/2000 file format	Brief instructions for preparation required for facilitation of the program.

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Program Preparation

Facilitator's should ascertain numbers attending each session and prepare adequate copies of:

- Handouts (1 full set of handouts per participant)
- Participant's Preparedness Guide (1 guide per participant)
- Refer to printing instructions on the following page for collating of "Participant's Preparedness Guide".

Ensure you read the Trainer's Manual before delivering the program so you can feel comfortable about the program's delivery. It is also a good idea to familiarise yourself with the room you will be facilitating the program in. You will need to ensure the room has a whiteboard, whiteboard markers and eraser, as well as an overhead projector.

Printing Instructions

1. Trainer's Manual	<ul style="list-style-type: none">• We recommend printing using 90 gsm A4 sized paper (to avoid ghosting from double sided printing/photocopying)• Print odd numbered pages first, turn paper to print on reverse side and print even numbered pages ensuring page 2 is printed on the reverse (back) side of page 1, page 4 is printed on the reverse of page 3, etc• 1 cm gutter for binding offset has been preset
2. Handouts	<ul style="list-style-type: none">• Print normally on A4 photocopy paper
3. Participants Manual first side	<ul style="list-style-type: none">• We recommend printing using 90 gsm A4 sized paper with the exception of page 6 [cover page] which we recommend printing on 100 gsm paper (minimum)• For best quality printing results, print this side first in a medium to high print quality setting (you could print page 6 [cover page] in "high" quality and print the rest in "medium" quality)
4. Participants Manual reverse side	<ul style="list-style-type: none">• Print on reverse side of "Participants Manual first side" ensuring that page 1 (page labelled 10 & 11 in footer) is printed on the reverse of page 1 of the "participants Manual first side" (page labelled 12 & 9 in footer), page 2 (page labelled 8 & 13 in footer) is printed on the reverse of page 2 of the "participants Manual first side" (page labelled 14 & 7 in footer), etc.

NB: If you are confused when printing the Participant's Preparedness Guide, look carefully at the completed Participant's Preparedness Guide enclosed with this kit