

(Introduction to Instructor Guide)

**Note to the Instructor**

**Audience:**

There should be no more than 20 participants in the class The participants will include a wide variety of adult learners from different professional backgrounds, but all have either a high-school or college education. All of the learners work with a non-profit agency helping adults with moderate mental disabilities to live as high quality of life as possible in a wide variety of circumstances – e.g. working, earning income towards their own upkeep, living in group houses under supervision, living with relatives, etc.

**Prior Knowledge:**

There are no prerequisites for this training, and there is no preparation required prior to attending training.

**Set up:**

The beginning of the class will consist of group work. The room should have five tables with four people at each table. Make sure there are enough pens and markers at each table to accommodate the participants throughout the training. Each seat should have a participant guide and a table tent.

**Note to the Instructor (cont.)**

How the room needs to be for the participants.

Check the room temperature before the beginning of the class to ensure comfort. Try out the computer projection screen to make sure the screen is positioned correctly and is visible to the entire room.

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**Note to the Instructor (cont.)**

**Icebreaker:**

The name of the icebreaker is Truth vs Lie. This icebreaker will consist of every participant writing in his or her participant guide two true statements about themselves and one lie. After they are finished writing down their statements, gather everyone in a circle to read their three statements individually. After each participant, restate the statements to the group and after each statement allow the group to vote if the statement is true or false. This will help bring the classroom into a more comfortable environment and let everyone get to know each other more.

Make sure you have your flip chart to keep track of how many people guessed the lie correctly. The winner wins a goodie bag.

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**Material List**

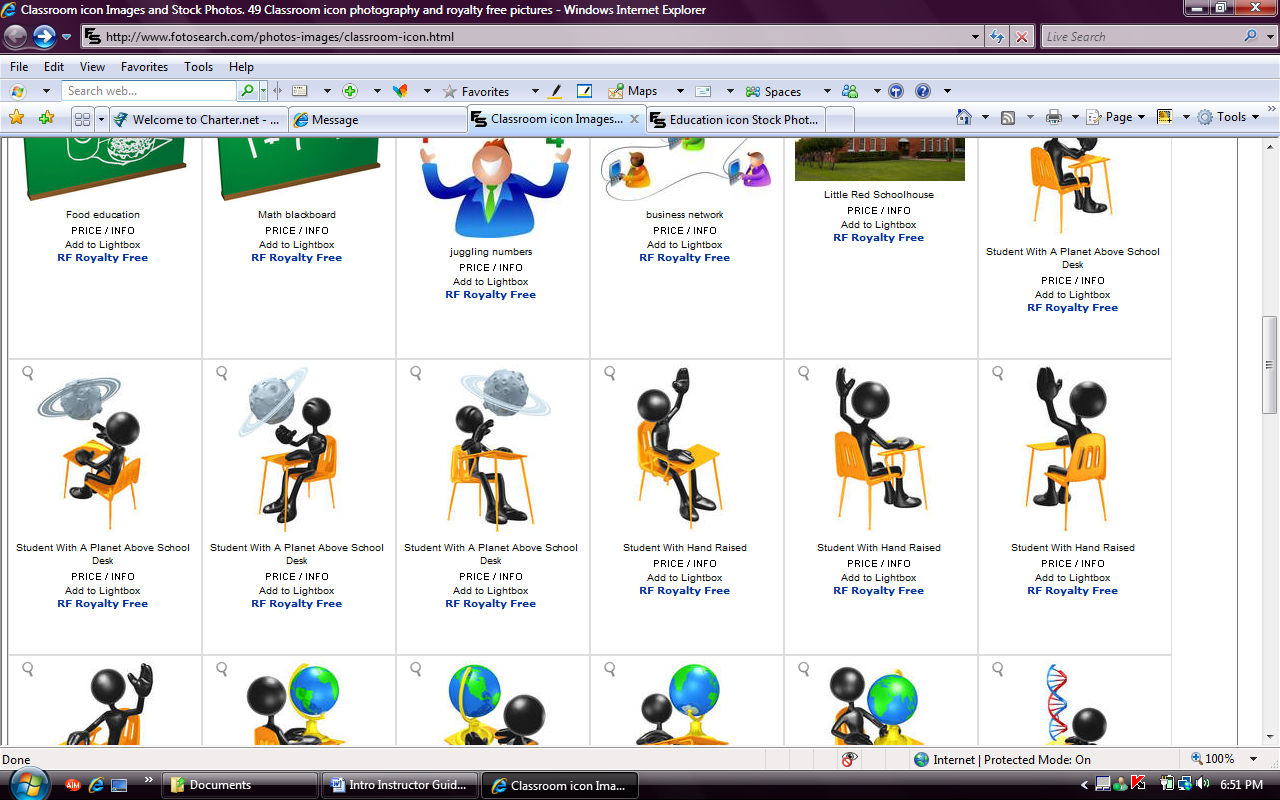
* 20 Training Binders
* 20 Person Computer Lab
* Table Tents
* Markers
* Pens
* Flip Chart
* 20 goodie bags
  + Candy
  + Company Pencil
  + Company Note pad

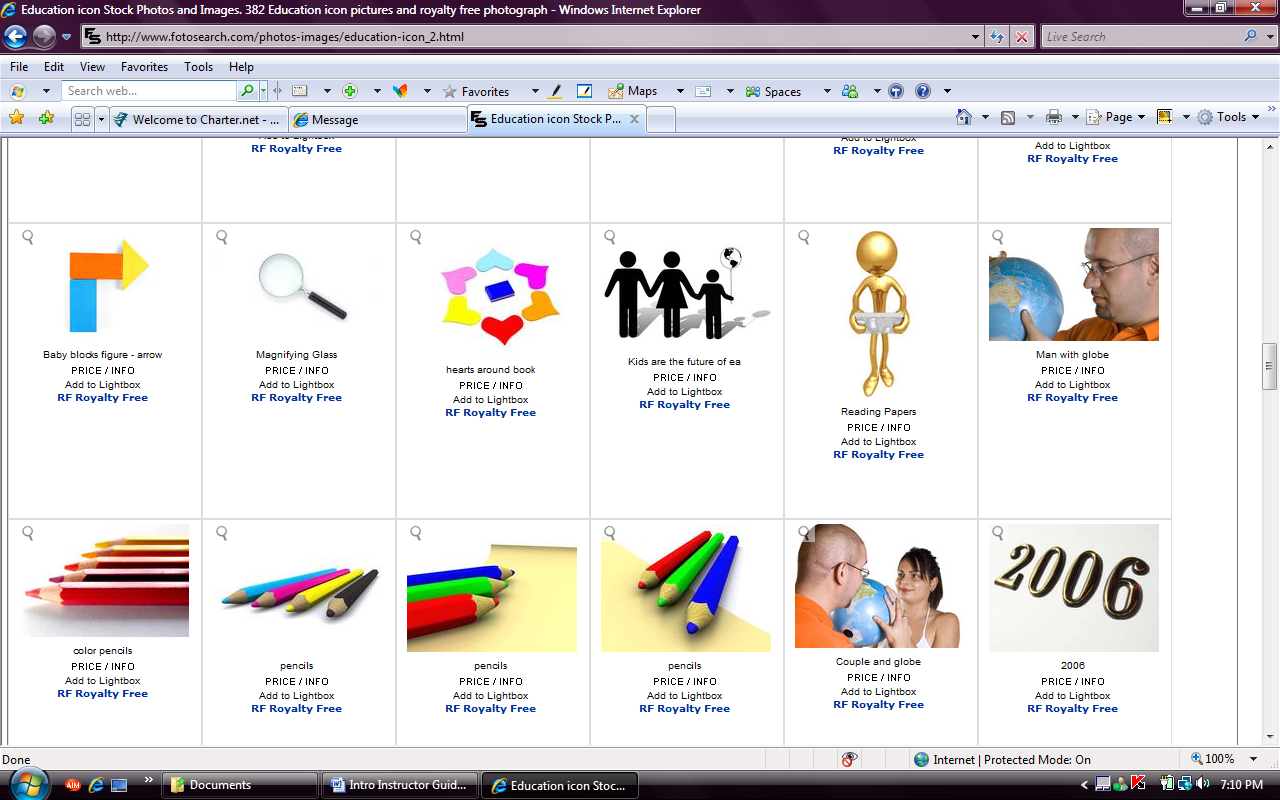
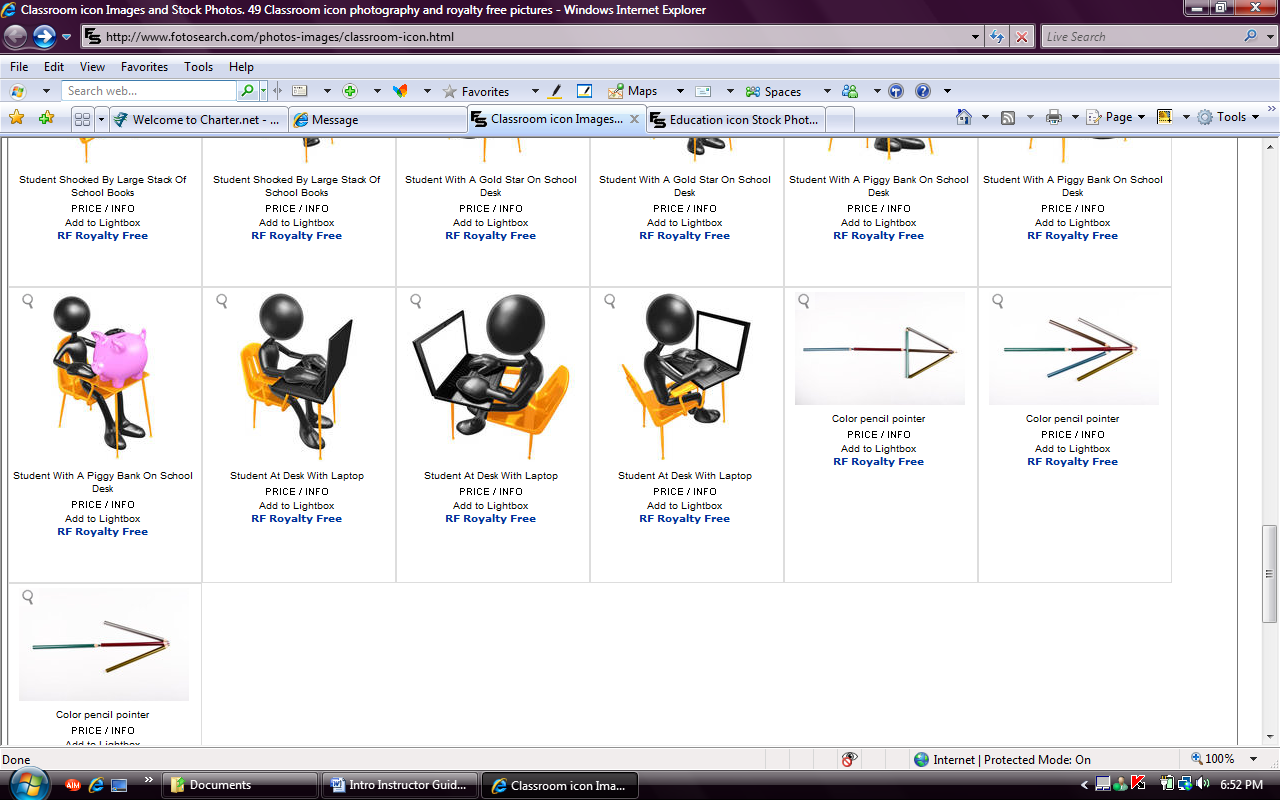
**Icon List**

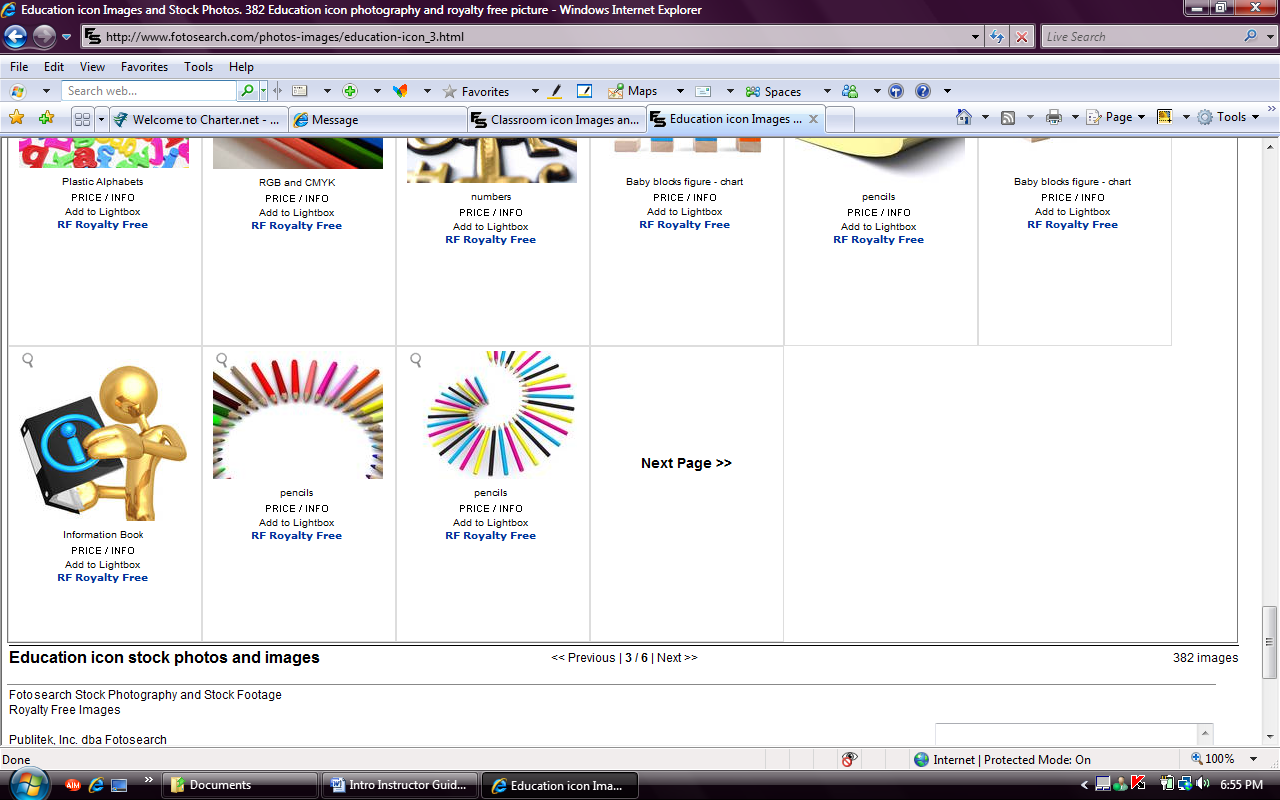
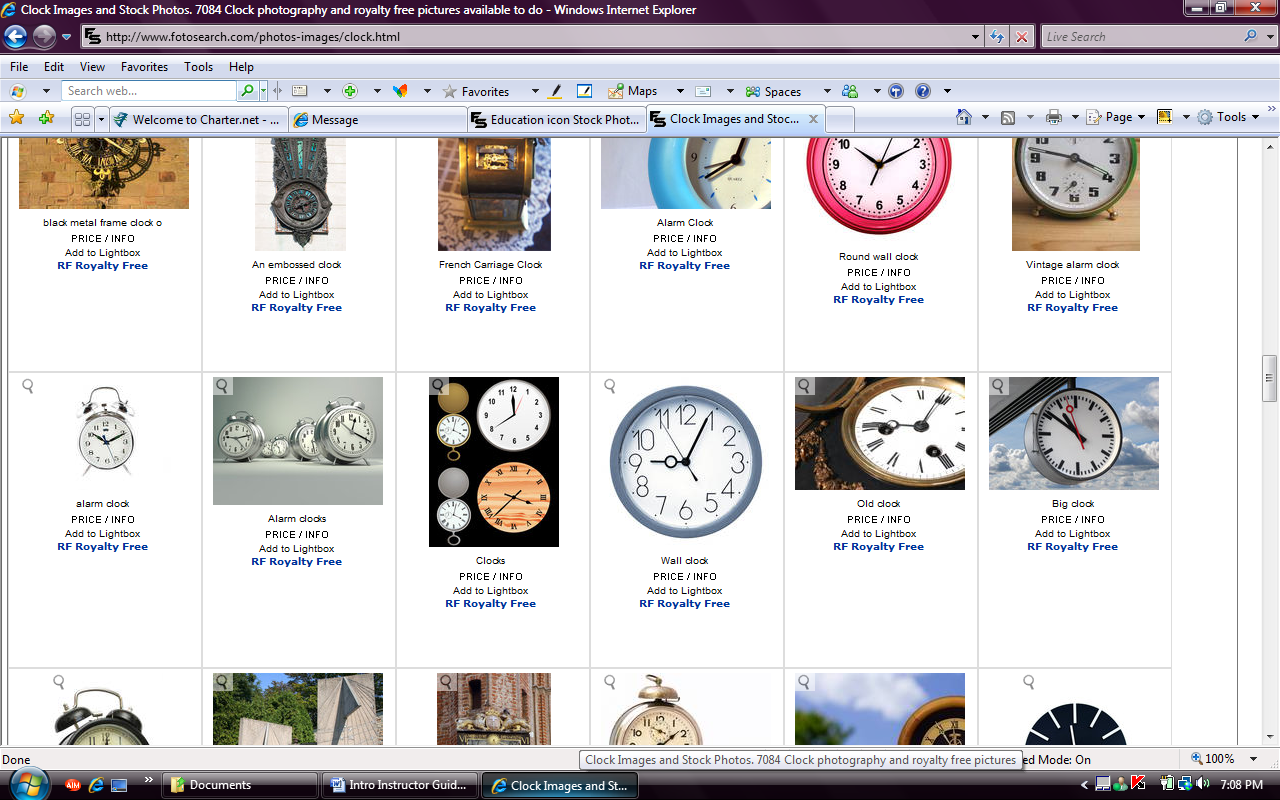
Key:

Participant Icons are Black

Instructor Icons are Gold

 Participation

 Demonstration  Individual Computer Work

 Instruction  Time