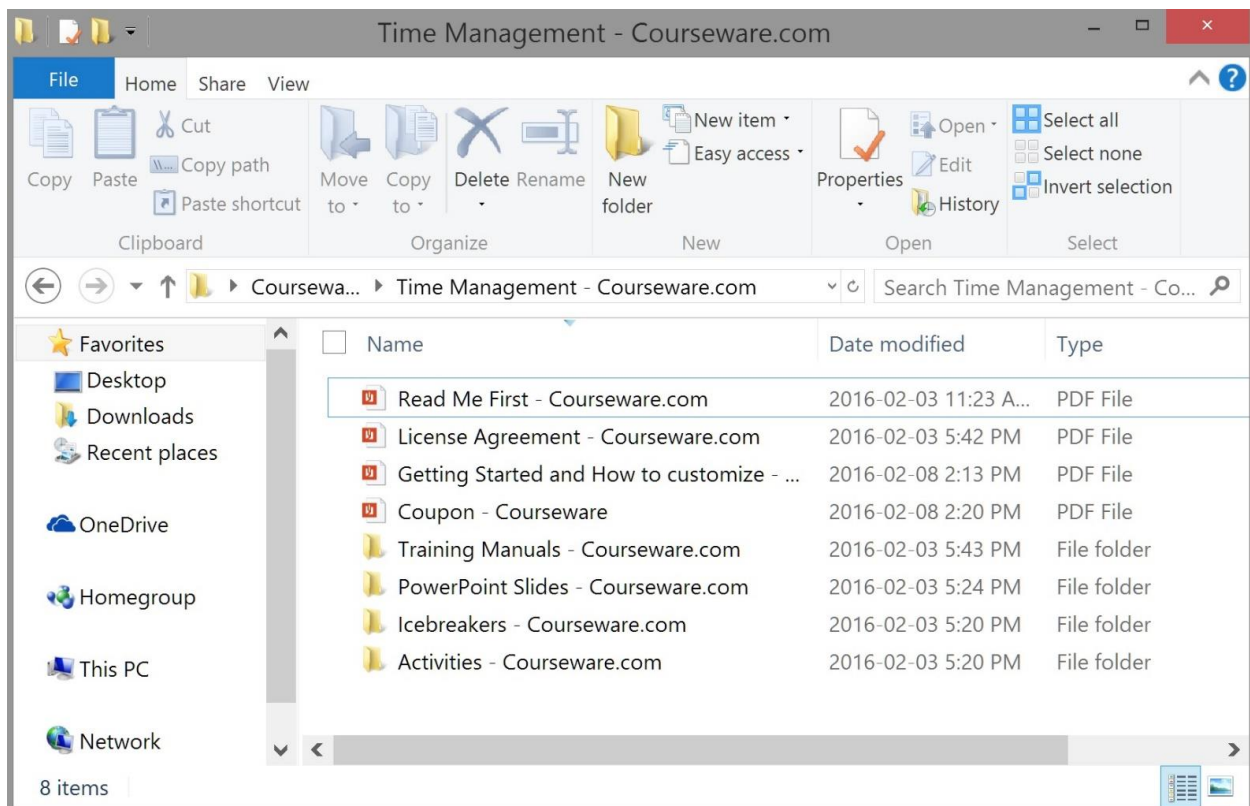


How to Navigate your Courseware:

The image below represents what you'd see in a typical Courseware kit...

This particular sample is our **Time Management** course. All courses are fully editable using Microsoft Office™ or equivalent. You will first need to **unzip** the downloaded file to properly view the contents of the course folder as shown below:



When reviewing the courseware components, be sure to remember that all of our courses follow the same format – familiarize yourself with one set and you'll be able to jump from title to title with ease!



In order as they appear:



PDF's

Read Me – Courseware.com – You are here! (You're reading this now)

License Agreement – Courseware.com - Our standard Courseware Licensing agreement

Getting Started and How to customize – Courseware.com – Another great resource explaining how to get the most out of your courseware and how to customize it to your needs.

Coupon – Courseware.com - an exciting special offer just for you!



File Folders

Training Manuals - The training manuals for each course can be found in this folder. You'll find an **Instructor's Guide** with detailed lesson plans, timelines, additional resources, tips and tricks to ensure a professional training experience each and every time. As well as a **Training Manual** – this print on demand manual is the main handout for the course. Both can be easily edited using any word processor such as Microsoft Word™. And finally a **Certificate of Completion** to be awarded to successful participants.

PowerPoint Slides PowerPoint slides compliment the instructor-led training experience and provide an excellent summary of training concepts in point format. Flip chart notes are also available as an alternative for workshop training.

Icebreakers: Icebreakers, energizers, and other workshop activities heighten the effectiveness of training sessions when targeted to the lesson topic and the overall needs of the participants. Icebreakers can be used to introduce or reinforce lesson topics, enhance teamwork, and create an interesting and fun learning environment.

Activities: Additional workshop activities and exercise files are provided for easy reference. These can be extremely useful when customizing workshops for specific groups, or to maintain the workshop timelines.

