

Preparing Hard-Copy Binders of the Facilitator’s Guide and Participant’s Guide

It is advisable to prepare hard-copy binders of the Facilitator’s Guide for the trainers and Participant’s Guide for the learners. Given that the curriculum is quite extensive, this can be a time-intensive exercise, requiring meticulous attention to detail. As such, you may need to set aside at least 2 days to prepare the binders if you have about 15-20 training participants.

Below we provide some advice that we think will be useful if you set out to prepare hard-copy binders of the Facilitator’s and Participant’s Guides:

- Read all the documents in the folder called ‘Preparing for Training’ before embarking on printing and preparing binders containing the EIPM curriculum for trainers and trainees (i.e. Facilitator’s Guide & Participant’s Guide). The information contained in this folder provides you with an in-depth understanding of the curriculum, which is a pre-requisite for effective preparation of hard-copy binders of the curriculum.
- Have an index at the start of each binder (we’ve shared a sample index). This will ease the navigation of the content of the EIPM curriculum.
- Use colored paper to separate the different sub-sections of the modules. For instance, you could use pink paper to separate the ‘module text’ from the ‘slides’, and green paper to separate slides from ‘handouts’, and yellow paper, to separate the ‘handouts’ from ‘worksheets’. If you use these colored papers uniformly in all Participant Guides, it will make it easier to direct participants to the right sections in the binder as you train. For instance, you could tell them at the start that pink paper introduces the ‘slides’, green paper introduces the ‘handouts’, etc.
- If the binders are prepared by somebody else other than the trainers, ensure that you carefully check each binder to ensure that all the content is included and in the right place in the binder. This will ensure smooth navigation and effective use of the curriculum by learners, which is critical for effective learning.