

Facilitator Guide

This guide provides facilitators with instructions for delivering or supporting the e-learning course. It includes session objectives, technical setup, support roles, and FAQs.

1. Course Overview

Course Title	<i>Insert here</i>
Target Audience	<i>Insert here</i>
Total Duration	<i>Insert here</i>

2. Learning Objectives

List the intended outcomes of the course.

3. Facilitator Responsibilities

- Monitor learner progress on LMS
- Address learner questions or escalate to tech support
- Lead optional discussion sessions or webinars
- Collect feedback if required

4. Technical Setup

Include login instructions, system requirements, and any necessary plugins (e.g., audio/video, Flash if relevant).

5. Session Plan (If Live Elements Included)

Break down suggested timing, discussion points, and activities for live facilitation (if applicable).

6. Frequently Asked Questions (FAQ)

List answers to common questions about course navigation, access issues, and content structure.