Hi everyone! For those of you who don't know me, my name is Barbara Ware and I am a Learning Specialist in Organizational Learning. I live in Tulsa, Oklahoma and I am a part of the Great Plains Region. I am excited to be asked to participate in today's Fall Gathering, so thank you Lindsey and thank you Travis for this opportunity.

I'm here to briefly share with you about my experience using a software called Leaders Guide Pro. For those of you who may be unfamiliar, Leaders Guide Pro (LGP) is an Instructional Design software intended for use by those who create curriculum content and materials. I was a part of a project team that began the process of teaching ourselves how to use LGP to design course content, in late fall 2019. LGP is a Microsoft plug-in that works with PowerPoint and Word to help streamline the content development process.

Using a tool like LGP not only makes the design process faster, it requires that you think strategically and methodically about what your ultimate learning goal and outcome is. The creators of LGP like to say "begin with the end in mind", which means that you must consider exactly the type of materials you would like to have for your instructor led training; Will you need a handout? Will you need a job aid? A facilitator guide? a participant guide? a PowerPoint?

The next step to consider would be what resources do you already have, are you building from scratch or are there parts of an old curriculum that we will be re-purposing. Thinking critically about the end result, allows you to build your materials for consistency and efficiency.

One of the most valuable functions of LGP, is the ability to work simultaneously on your content slides, participant guide and facilitator guide, which streamlines the process and creates consistency. LGP allows me to make a modification to a slide, to the notes section, the facilitator guide and also the participant guide, with a few button clicks. Without the software, I would have to modify these pieces of curriculum individually, which can increase the margin of error, especially when multi-tasking, as we all do.

Another valuable aspect is the ability to create *reference documents* with visual aids and attractive handouts that can be used as a great tangible resource for participants that have attended an instructor led training and would like to have more information, support or reinforcement than a normal task oriented job aid

would provide. We have found that this is a nice compromise for situations we have all come across, when participants request to have copies of the power point slides, which are not provided for proprietary purposes.

With LGP, I have been able to create **seven** brand new virtual instructor led courses that include participant guides and facilitator's guides for each course and **two** reference documents to accompany existing curriculum. Generally, creating well-researched virtual learning courses can take three months or more to create, approve and launch in AAAU. With LGP, in less than one year, I was able to get 7 new courses created.

As I conclude, I wanted to share additional value that I found using LGP to be the level of support that is provided when using their software. The creators of LGP conduct a user group meeting the second Monday of every month, where they discuss specific features of LGP in great detail and offer you the opportunity to have your questions asked and answered. They offer ongoing personal technical support throughout the learning and design process. I am looking forward to our continued partnership with Leaders Guide Pro and I hope that you are as excited as I am to learn how to use this new tool. Thank you for your time.