

Title of Toolkit Item	Purpose of Toolkit Item	For Use By
Memo – Use of NHI Style Guide	Memo to contractors and other users of the Style Guide	Course Development Team
Style Guide Documentation and Samples	Complete Guidance and Samples of How Course Material Should be Formatted.	Course Development Team
Lesson Plan Template	Example of format and topics to be covered in a Lesson Plan	Course Development Team
PowerPoint Template	Provides “How to Convert Power Point into Word” and gives examples	Course Development Team
Instructor Guide Template	Provides a template for how the instructor guide is to be presented and formatted.	Course Development Team
Participant Workbook Template	A template that contractors can use in developing the Participant Workbook	Course Development Team
Cover and Spine Templates	For final deliverables	Course Development Team
CD Label Template	For final deliverables	Course Development Team