



NATIONAL HIGHWAY INSTITUTE

Training Solutions for Transportation Excellence

To: NHI Contractors

From: NHI Training Program Managers

Re: Use of NHI Style Guide

NHI Contractor,

The NHI Style Guide (Instructor-Led Training) was developed to give our NHI contractors standards in developing our training curriculum. The NHI Style Guide is structured into two parts: a style guide and a set of appendices.

The style guide addresses: print, formatting, grammar and punctuation guidelines, as well as NHI specifications for course materials.

The appendices are a set of courseware samples that consists of an: instructor guide, participant workbook, reference manual and reference list. The sample covers *Lesson 4: Technology: Resources and Implementation* found in an existing NHI course, *Fundamentals of Road Weather Management*. As you will see, the appendices support the direction given in the style guide.

The standards in this guide are to be adhered to in the training material you create, however there is a process to deviate from the NHI Style Guide by doing the following:

1. Make your change request (in writing) to your Training COTR identifying:
 - What to change
 - The training benefit
 - Associated cost, if any
2. The Training COTR will either approve the change or disapprove it.
3. If approved, please keep a record copy of written approval.
4. When it comes time to submit all course documents please include all written change requests and approvals with final course delivery.
5. The Training COTR will make these approved change requests a part of the course file.

If you have any questions about the NHI Style Guide or the change request process please consult your Training Program Manager.

Thank You,
NHI Training