APICS PARTICIPANT WORKBOOK Tutorial

apics participant workbook is an essential resource for professionals preparing for APICS certification exams and for those engaged in supply chain, operations, and logistics management. This comprehensive workbook serves as a vital tool to enhance understanding, reinforce learning, and ensure successful exam preparation. Whether you are pursuing certifications such as CPIM, CSCP, or CLTD, the APICS participant workbook provides structured guidance and practical exercises designed to deepen your knowledge and build confidence.

Understanding the Purpose of the APICS Participant Workbook

What is the APICS Participant Workbook?

The APICS participant workbook is a specially designed educational resource that complements the core training courses offered by APICS (now part of ASCM?Association for Supply Chain Management). It includes a variety of learning aids such as chapter summaries, practice questions, exercises, and key concepts to facilitate active learning.

Why Use the Workbook?

Using the participant workbook offers several benefits:

- Enhances comprehension of complex supply chain concepts
- Provides practical exercises to reinforce theoretical knowledge
- Serves as a valuable review tool before exams
- Encourages active participation during training sessions
- Helps identify areas needing further study

Key Features of the APICS Participant Workbook

Structured Content Coverage

The workbook aligns with APICS certification syllabi, ensuring that learners cover all critical topics, including:

- Demand Management
- Supply Chain Planning

- Inventory Management
- Logistics and Transportation
- Manufacturing and Production Strategies
- Quality Management
- Lean and Continuous Improvement

Interactive Exercises and Practice Questions

Each chapter includes:

- Multiple-choice questions for self-assessment
- Scenario-based exercises to apply concepts
- True/False questions to test comprehension

Summaries and Key Takeaways

Concise summaries highlight the most important points from each section, aiding retention and quick review.

Additional Resources

Most workbooks also feature references to further reading materials, industry standards, and online resources to deepen understanding.

How to Effectively Use the APICS Participant Workbook

Pre-Study Preparation

Before engaging with the workbook:

- Review the course outline to understand the scope
- Identify key topics relevant to your certification path
- Set a study schedule that allows ample time for review

Active Engagement During Study

Maximize learning by:

- Completing exercises and questions without referring to answers initially
- Taking notes on challenging concepts
- Discussing difficult topics with peers or instructors

Review and Reinforcement

Post-study review is crucial:

- Revisit summaries and key points periodically
- Use practice questions to simulate exam conditions
- Identify weak areas and focus additional study efforts there

Benefits of Using the APICS Participant Workbook for Certification Success

Improved Retention and Understanding

The active learning approach encouraged by workbooks helps embed knowledge more effectively than passive reading.

Increased Confidence in Exam Readiness

Regular practice with questions and exercises reduces test anxiety and builds familiarity with exam formats.

Enhanced Practical Skills

Scenario-based exercises prepare learners to apply concepts in real-world situations, a critical aspect of supply chain management.

Support for Different Learning Styles

Whether you prefer reading, writing, or hands-on practice, the workbook caters to various learning preferences.

Where to Access the APICS Participant Workbook

Official APICS/ASCM Resources

The primary source for the participant workbook is directly through APICS or ASCM authorized

training providers. These workbooks are often bundled with courses or available for purchase separately.

Online Retailers and Digital Formats

Many authorized vendors offer digital versions compatible with tablets and computers, facilitating easier access and portability.

Customization and Supplementary Materials

Some training providers may offer customized workbooks tailored to specific industries or organizational needs, enhancing relevance and applicability.

Choosing the Right Workbook for Your Certification Path

CPIM (Certified in Production and Inventory Management)

Focuses on internal operations, inventory management, and production planning. The workbook emphasizes manufacturing strategies, demand management, and material requirements planning.

CSCP (Certified Supply Chain Professional)

Covers end-to-end supply chain management, including supplier relationships, logistics, and global supply chain strategies. The workbook includes case studies and global trends.

CLTD (Certified in Logistics, Transportation and Distribution)

Centers on logistics, transportation, distribution, and warehouse management. The workbook offers detailed coverage of transportation modes, distribution networks, and technology applications.

Conclusion

The **apics participant workbook** is an indispensable tool for anyone preparing for APICS certification exams or seeking to strengthen their supply chain knowledge. Its structured approach, engaging exercises, and comprehensive coverage make it a valuable resource to boost confidence, improve understanding, and enhance practical skills. By actively engaging with the workbook and integrating it into your study plan, you increase your chances of success and advance your career in supply chain and operations management. Whether used independently or as part of a structured training program, the APICS participant workbook is a strategic asset to achieve your professional goals.

APICS Participant Workbook: An In-Depth Review of Its Role, Content, and Efficacy in Supply Chain Education

In the evolving landscape of supply chain management, professional development tools play a critical role in shaping competent practitioners and leaders. Among these tools, the APICS Participant Workbook stands out as a central resource for learners engaging with APICS certification programs such as CPIM (Certified in Production and Inventory Management), CSCP (Certified Supply Chain Professional), and CLTD (Certified in Logistics, Transportation, and Distribution). This investigative review delves into the origins, structure, content, pedagogical approach, and overall efficacy of the APICS Participant Workbook, aiming to provide a comprehensive understanding for educators, students, and industry stakeholders.

Understanding the APICS Participant Workbook: Origins and Purpose

Historical Context and Development

The APICS Participant Workbook was conceived as a companion resource to the core curriculum delivered through APICS certification courses. As APICS, now part of ASCM (Association for Supply Chain Management), expanded its global reach in the late 20th and early 21st centuries, the need for standardized, comprehensive training materials became apparent. The workbook was designed to serve as an interactive, structured guide that reinforces classroom instruction, facilitates self-study, and aids in exam preparation.

Originally tailored for in-person classroom settings, the workbook has evolved over the years to accommodate online learning modalities, reflecting the broader technological shifts in professional education. Its development involved input from industry experts, educators, and certification holders to ensure relevance, accuracy, and practical applicability.

Core Objectives and Intended Audience

The APICS Participant Workbook aims to:

- Provide a structured framework that complements instructor-led sessions.
- Reinforce key concepts through exercises, case studies, and review questions.
- Facilitate active learning and self-assessment.
- Serve as a lasting reference resource post-course completion.

Its primary audience includes:

- Aspiring supply chain professionals pursuing APICS certifications.
- Corporate learners enrolled in internal training programs.
- Educators designing supplementary instructional materials.
- Industry veterans seeking to update or refresh their knowledge base.

Structural and Content Analysis of the Workbook

Organization and Layout

The workbook is typically organized in alignment with the core curriculum modules of each certification. For example, a CPIM Part 1 workbook will mirror the sequence of topics such as Demand Management, Master Planning, and Inventory Management. Similarly, CSCP and CLTD workbooks follow their respective outlines.

Key structural features include:

- Modular chapters aligned with certification topics.
- Clear learning objectives at the start of each section.
- Summaries and key takeaways.
- End-of-section review questions.
- Practical exercises and case studies.
- Additional resources and references.

This logical and consistent layout enhances navigability and fosters incremental learning, allowing participants to build confidence as they progress.

Content Depth and Breadth

The content within the workbook is designed to strike a balance between theoretical foundations and practical applications. It covers:

- Fundamental concepts and terminology.
- Industry best practices.
- Analytical tools and techniques.
- Real-world scenarios illustrating challenges and solutions.
- Regulatory and compliance considerations.

While comprehensive, the workbook is curated to avoid overwhelming learners, focusing instead on core knowledge essential for certification success and professional competence.

Pedagogical Approach and Learning Strategies

The APICS Participant Workbook employs various instructional strategies to facilitate engagement:

- Interactive exercises that prompt critical thinking.
- Scenario-based questions simulating real supply chain dilemmas.
- Charts, diagrams, and flowcharts for visual learners.
- Self-assessment quizzes with answer keys.
- Reflection prompts encouraging learners to connect theory with practice.

This multi-faceted approach caters to diverse learning styles and encourages active participation.

Evaluating the Efficacy of the APICS Participant Workbook

Strengths

- Standardization and Consistency: The workbook ensures uniform coverage of topics across different courses and instructors, maintaining high educational standards.
- Reinforcement of Learning: Exercises and review questions facilitate retention and understanding.
- Practical Relevance: Case studies and scenarios bridge the gap between theory and real-world application.
- Resource Longevity: As a physical or digital document, the workbook serves as a lasting reference, supporting lifelong learning.
- Alignment with Certification Exams: The content is closely aligned with exam blueprints, boosting candidates? confidence and success rates.

Challenges and Limitations

- Adaptability to Diverse Learning Styles: While comprehensive, the workbook?s primarily text-based format may not fully cater to kinesthetic or highly visual learners.
- Update Frequency: The dynamic nature of supply chain practices necessitates frequent updates to keep content current; delays can lead to outdated information.
- Supplementary Material Dependence: The workbook often requires integration with instructor-led sessions, online modules, or additional resources for a holistic learning experience.
- Accessibility: Variations in design quality and digital compatibility can affect usability, especially in remote or resource-limited settings.

Impact on Certification and Professional Development

Empirical evidence and feedback from certification candidates indicate that the workbook significantly enhances preparatory efforts. Its role in clarifying complex concepts and providing structured practice contributes to higher exam pass rates. Moreover, professionals report that the knowledge gained through workbook exercises translates effectively into workplace application, leading to improved operational decisions and strategic planning.

Comparison with Alternative Educational Resources

While the APICS Participant Workbook remains a cornerstone, it is important to contextualize its role among other learning tools:

- Online Courses and Webinars: Offer interactive and multimedia content that can augment workbook learning.
- Study Guides and Flashcards: Provide quick review and memorization aids.
- Simulation Software: Offers experiential learning through virtual supply chain scenarios.
- Peer Study Groups: Facilitate discussion and collaborative problem-solving.

Compared to these, the workbook's strength lies in its structured, comprehensive coverage and direct alignment with certification standards. However, integrating multiple resources often yields the best outcomes for learners.

Future Outlook and Recommendations

As supply chain management continues to evolve rapidly?driven by technological innovations like AI, IoT, and blockchain?the APICS Participant Workbook must adapt accordingly. Recommendations include:

- Incorporating digital interactivity, such as embedded quizzes, videos, and simulations.
- Ensuring regular content updates aligned with industry trends.
- Enhancing accessibility through mobile-friendly formats.
- Including more diverse case studies reflecting global supply chain complexities.

Furthermore, fostering feedback mechanisms from users can help in continuous improvement and relevance.

Conclusion

The APICS Participant Workbook remains a vital educational resource within the realm of supply chain management certifications. Its structured organization, comprehensive content, and pedagogical strategies support effective learning and professional development. While it faces challenges related to technological integration and content updates, its role as a foundational tool in preparing supply chain professionals is firmly established.

For educators, learners, and industry leaders seeking to evaluate or utilize APICS training resources, understanding the strengths and limitations of the participant workbook is essential. As supply chains grow more complex and interconnected, so too must the educational tools that prepare practitioners to navigate this landscape confidently. The APICS Participant Workbook, with ongoing enhancements, continues to be a valuable asset in this educational journey.

QuestionAnswer What is the purpose of the APICS Participant Workbook? The APICS Participant Workbook serves as a comprehensive guide for participants during training sessions, providing key concepts, exercises, and space for notes to enhance learning and retention. How can I access the APICS Participant Workbook after completing a course? Participants typically receive access to the workbook in digital format upon registration or completion of the course, and it may also be available for download through the APICS member portal or course platform. Is the APICS Participant Workbook updated for the latest APICS certifications? Yes, the workbook is regularly updated to align with the latest APICS certification standards and industry best practices to ensure relevance and accuracy. Can I use the APICS Participant Workbook for self-study? While designed primarily for instructor-led courses, the workbook can also be a valuable resource for self-study, providing structured content and exercises to reinforce learning. Does the APICS Participant Workbook include practice questions or assessments? Yes, the workbook often contains practice questions, case studies, and assessments to help participants evaluate their understanding of key concepts. Are there different versions of the APICS Participant Workbook for various certifications? Yes, different workbooks are available tailored to specific certifications like CPIM, CSCP, and CLTD, each focusing on the relevant curriculum and topics. Can I customize the APICS Participant Workbook for my organization?s training? Customization options may be available through APICS or authorized training partners, allowing organizations to include their branding or specific content tailored to their needs. How does the APICS Participant Workbook enhance the learning experience? The workbook provides structured content, interactive exercises, and notes sections that facilitate active engagement, reinforce understanding, and support knowledge retention during and after the course.

Related keywords: APICS, participant workbook, supply chain management, operations management, inventory control, production planning, APICS certification, logistics training, manufacturing operations, professional development

astd participant guide template

astd participant guide template is an essential resource for organizations and facilitators looking to create comprehensive and engaging training sessions. Whether you're preparing for a corporate workshop, a professional development seminar, or an educational event, a well-structured participant guide template ensures that attendees have all the necessary information to maximize their learning experience. In this article, we will explore the key components of an effective astd participant guide template, its benefits, and best practices for customization to suit your specific training needs.

Understanding the Importance of an astd Participant Guide Template

A participant guide serves as a roadmap for attendees, providing a structured overview of the training session. It enhances engagement, reinforces learning, and offers a tangible resource for future reference. Utilizing a standardized template, such as the astd participant guide template, ensures consistency across training programs and helps facilitators deliver content more efficiently.

Benefits of Using an astd Participant Guide Template:

- **Consistency:** Maintains uniformity across different training sessions.
- **Time-Saving:** Streamlines the creation process, allowing facilitators to focus on content quality.
- **Clarity:** Provides clear objectives and outlines, setting expectations from the outset.
- **Engagement:** Incorporates interactive elements to keep participants involved.
- **Reference Material:** Acts as a valuable resource post-training for reinforcement and application.

Key Components of an Effective astd Participant Guide Template

A comprehensive participant guide template should encompass several core sections to facilitate effective learning and engagement.

1. Cover Page

The cover page sets the tone for the session. It should include:

- Training title
- Date and location
- Organization or facilitator logo

- Participant?s name (optional for personalization)

2. Welcome and Introduction

This section introduces the session, outlining:

- Trainer or facilitator?s biography
- Objectives of the training
- Agenda overview
- Expected outcomes for participants

3. Learning Objectives

Clearly define what participants will achieve by the end of the session. Use SMART (Specific, Measurable, Achievable, Relevant, Time-bound) criteria for effective objectives.

4. Agenda and Schedule

Provide a detailed timetable, including:

- Session start and end times
- Breaks and lunch periods
- Activity durations
- Transition times between topics

5. Content Modules or Topics

Divide the training into logical modules, each with:

- Title and brief description
- Key points or learning outcomes
- Supporting materials or resources

6. Interactive Activities and Exercises

Engage participants through:

- Discussions
- Case studies
- Group work
- Quizzes or polls

Include instructions, objectives, and expected outcomes for each activity.

7. Resources and Materials

List all materials provided or recommended, such as:

- Handouts
- Slides
- Reading lists
- Online resources

8. Evaluation and Feedback

Facilitate ongoing assessment through:

- Pre- and post-training assessments
- Feedback forms
- Reflection prompts

9. Additional Notes and Tips

Provide space for:

- Facilitator remarks
- Participant questions
- Follow-up actions

Design Tips for Your astd Participant Guide Template

Creating an effective guide isn't just about content; presentation matters too. Here are some design tips:

Use Clear and Consistent Formatting

- Choose legible fonts and appropriate font sizes.
- Maintain consistent headings, subheadings, and bullet styles.
- Use color schemes that align with your branding.

Incorporate Visual Elements

- Add relevant images, icons, and infographics to illustrate key points.
- Use charts and diagrams to explain complex concepts.

Make It Interactive

- Include spaces for note-taking.
- Embed QR codes linking to additional resources.
- Incorporate checklists or action items.

Ensure Accessibility

- Use high-contrast colors for readability.
- Provide alternative text for images.
- Ensure the layout is easy to navigate.

Customizing Your astd Participant Guide Template

While a standard template provides a strong foundation, customization is vital to tailor the guide to your specific training session.

Align Content with Learning Objectives

Ensure that each module and activity directly supports the session?s goals.

Reflect Your Organization?s Branding

Incorporate your organization?s logo, colors, and style guides for a professional look.

Include Participant-Specific Information

Add sections for participant names, roles, or departments to personalize the guide.

Adapt Content for Audience Needs

Adjust language, examples, and activities based on participants? backgrounds and expertise levels.

Tools and Resources for Creating Your astd Participant Guide Template

Several tools can facilitate the creation of professional and customizable participant guides:

- **Microsoft Word or Google Docs:** Ideal for straightforward document creation with easy formatting options.
- **Canva:** Offers customizable templates with visual appeal, suitable for designing engaging guides.
- **Adobe InDesign:** For advanced, professional layouts and design control.
- **Learning Management Systems (LMS):** Some platforms allow embedding guides directly within courses.

Best Practices for Implementing an astd Participant Guide

To maximize the effectiveness of your participant guide:

- **Distribute in Advance:** Share the guide before the session so participants can familiarize themselves with the content.
- **Encourage Active Use:** Prompt participants to take notes and engage with the material during sessions.
- **Update Regularly:** Keep the guide current with new content, resources, and feedback insights.
- **Gather Feedback:** Use participant input to refine and improve future guides.

Conclusion

An astd participant guide template is a vital tool that enhances the training experience by providing structure, clarity, and resources. By understanding its key components, incorporating best design practices, and customizing it to your audience, you can create engaging and effective guides that support learning objectives and foster lasting knowledge retention. Whether you're a seasoned trainer or a novice facilitator, leveraging a well-crafted template ensures your training sessions are organized, professional, and impactful. Invest time in developing a comprehensive participant guide, and you'll see improved engagement, better understanding, and more successful training outcomes.

astd participant guide template: The Essential Tool for Effective Training Events

In the rapidly evolving landscape of corporate training and professional development, organizations are constantly seeking ways to enhance the impact of their learning initiatives. A pivotal component in this endeavor is the astd participant guide template, a structured framework that ensures consistency, clarity, and engagement during training sessions. Whether you're a seasoned trainer or a novice facilitator, understanding how to craft and utilize an effective participant guide template can significantly elevate the quality of your programs. This article delves into the core aspects of the astd participant guide template, exploring its purpose, key components, best practices for customization, and how it serves as a vital resource for both trainers and learners.

Understanding the Role of the astd Participant Guide Template

At its core, the astd participant guide template is a pre-designed document that trainers can adapt to suit specific learning objectives and audiences. It functions as a roadmap, providing participants with a clear outline of the session?s content, activities, and key takeaways. The template fosters an environment of transparency and preparedness, empowering learners to actively engage with the material and track their progress.

The Purpose of a Participant Guide

- Orientation: It introduces participants to the training agenda, objectives, and logistics.
- Reference Material: It offers a go-to resource for concepts, definitions, and frameworks discussed during the session.
- Engagement Tool: Interactive elements such as exercises or discussion prompts encourage active participation.
- Assessment Support: It can include quizzes or reflection sections to evaluate understanding and application.

Key Components of the astd Participant Guide Template

A well-structured participant guide is comprehensive yet concise, balancing detailed information with readability. Below are the core sections typically included, along with their significance:

- Cover Page and Introduction

- Title and Date: Clearly states the session topic and schedule.
- Trainer and Participant Details: Names, roles, or organization information.
- Purpose Statement: Brief overview of what the session aims to achieve.
- Learning Objectives: Specific skills or knowledge participants will gain.

- Agenda and Session Outline

- Time Allocation: Breaks down the session into segments with estimated durations.
- Activities Breakdown: Descriptions of lectures, discussions, exercises, and assessments.
- Flow of Content: Logical progression from foundational concepts to advanced topics.

- Content Sections

- Theoretical Frameworks: Definitions, models, or theories relevant to the training.
- Practical Applications: Real-world examples or case studies to contextualize learning.
- Visual Aids: Diagrams, charts, or infographics that simplify complex ideas.

- Exercises and Activities

- Interactive Tasks: Group work, role-plays, simulations, or individual exercises.
- Instructions and Expectations: Clear guidance on how to perform activities.
- Materials Needed: Lists of handouts, props, or equipment.

- Summary and Key Takeaways

- Recap Points: Summarizes critical concepts covered.
- Action Items: Next steps or assignments to reinforce learning.
- Resources and References: Additional reading, websites, or tools.

- Evaluation and Feedback

- Assessment Forms: Questions or surveys to gauge participant understanding.
- Feedback Sections: Space for suggestions or comments to improve future sessions.

Best Practices for Designing an Effective Participant Guide Template

Creating a participant guide that is both functional and user-friendly requires thoughtful planning.

Here are some best practices to consider:

- Align Content with Learning Objectives

Every section and activity should serve a clear purpose aligned with the session?s goals. Avoid extraneous information that might distract or overwhelm participants.

- Maintain Clarity and Simplicity

Use straightforward language, bullet points, and clear headings to enhance readability. Visual hierarchy helps participants navigate the guide effortlessly.

- Incorporate Visual Elements

Infographics, icons, and color coding can make the guide more engaging and easier to digest. Visual cues help emphasize important points and facilitate better retention.

- Include Interactive Components

Embedding exercises, reflection prompts, or discussion questions encourages active participation and consolidates learning.

- Provide Space for Notes

Designate areas where participants can jot down insights, questions, or action plans, fostering a personalized learning experience.

- Ensure Flexibility

Design the template to be adaptable for various topics and audience sizes. Modular sections allow trainers to customize content without starting from scratch.

Customizing the astd Participant Guide Template for Different Contexts

While a generic template offers a solid foundation, customization is key to maximizing its

effectiveness across diverse training scenarios. Here are some tailoring tips:

For Technical Training

- Integrate detailed diagrams, step-by-step procedures, and technical terminology.
- Include practice exercises that replicate real-world technical challenges.

For Leadership Development

- Incorporate case studies of leadership scenarios.
- Add reflection prompts that encourage self-assessment and goal setting.

For Onboarding Sessions

- Focus on organizational culture, policies, and key personnel.
- Use checklists and resource lists for new hires.

For Remote or Virtual Sessions

- Embed links to online resources and interactive tools.
- Design the layout to be mobile-friendly and easy to navigate digitally.

Leveraging the Participant Guide as a Facilitation Tool

Beyond serving as a reference for participants, the astd participant guide template can also be a strategic tool for trainers:

- Consistency: Ensures uniformity across multiple sessions or trainers within an organization.
- Time Management: Helps keep the session on schedule by clearly outlining each segment.
- Engagement: Facilitates interactive learning by structuring activities and discussions.
- Evaluation: Provides a basis for assessing participant progress and session effectiveness.

The Future of Participant Guides in Learning and Development

As organizations increasingly embrace digital transformation, traditional paper-based participant guides are evolving. Digital templates now allow for:

- Interactive Content: Embedded videos, quizzes, and hyperlinks.
- Real-time Collaboration: Participants can annotate or comment within the guide.
- Analytics and Tracking: Trainers can monitor engagement and completion rates.

Furthermore, AI-powered tools are beginning to offer dynamic customization, tailoring content based on learner profiles and preferences in real-time.

Conclusion

The astd participant guide template is more than just a document; it is a strategic asset that underpins successful training initiatives. By providing structure, clarity, and engagement, a well-designed participant guide enhances the learning experience for all involved. Whether used in traditional classroom settings or virtual environments, its adaptability and comprehensive nature make it indispensable for trainers aiming to deliver impactful and memorable sessions. Investing time in customizing and refining your participant guide template can lead to more effective training outcomes, increased learner satisfaction, and ultimately, a more skilled and confident workforce.

QuestionAnswer What is an ASTD participant guide template? An ASTD participant guide template is a standardized document designed to facilitate training sessions by providing a structured outline of content, exercises, and key learning points aligned with the Association for Talent Development (ATD) standards. How can I customize an ASTD participant guide template for my training? You can customize an ASTD participant guide template by editing sections to include your specific content, branding, exercises, and learning objectives, ensuring it aligns with your training goals and audience needs. Where can I find free ASTD participant guide templates? Free ASTD participant guide templates can often be found on professional training websites, ATD resources, or educational platforms like SlideShare and template marketplaces such as Canva or Microsoft Office templates. What are key components to include in an ASTD participant guide template? Key components include the training title, learning objectives, agenda, session outlines, activities, discussion questions, key takeaways, and evaluation forms. How does an ASTD participant guide template enhance training effectiveness? It provides a clear structure, ensures consistency across sessions, engages participants with organized content, and serves as a reference for both trainers and learners, ultimately improving learning outcomes. Can I adapt an ASTD participant guide template for virtual training sessions? Yes, you can adapt the template by incorporating interactive elements, digital resources, and multimedia components suitable for online delivery platforms. What best practices should I follow when creating an ASTD participant guide template? Best practices include keeping the content clear and concise, aligning activities with learning objectives, using visual aids, including opportunities for participant interaction, and reviewing the guide for clarity and accuracy before use.

Related keywords: ASTD participant guide, training manual template, corporate training guide, workshop participant handout, employee development template, training session outline,

professional development guide, seminar participant materials, learning session template, training program workbook

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