

Overview of Instructor Guide Tabs

The Instructor's Guide includes eight major tabs, with the second major tab (Modules) including one minor tab for each of the 10 modules. A brief description of each of the major tabs is shown below.

Instructor Overview

The *Instructor Overview* tab provides background information on the structure of the training and the Instructor's Guide.

The *Modules* tab includes 10 minor tabs, one for each of the 10 modules in the BBS Training. These tabs include step-by-step notes for facilitating the modules. They also include copies of all the presentation slides. See the "Format of Instructor Notes" and "Resource Icons Used" sections of this overview for more information on the structure and content of the module notes.

The 10 minor tabs and modules are listed below:

- Introduction
 - The ABC Model
 - PIC/NIC Analysis®
 - Consequences
 - Pinpointing
 - Observation
 - Verbal Feedback
 - Graphic Feedback
 - Positive Reinforcement
 - Final Planning and Wrap Up
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Modules

Handouts

The *Handouts* tab includes the same content as the "Handouts" tab in the Participant Notebook: a copy of all the exercise handouts to be completed during the training. The modules reference when to use each of these handouts.

Answer Keys

The *Answer Keys* tab includes answers to the exercise handouts that are not specific to the pinpoints selected by individual participants.

Tools

The *Tools* tab includes the same content as the "Tools" tab in the Participant Notebook: multiple copies of templates that they will use during the training and after the training as they continue to apply Behavior-Based Safety.

Slide Summary

The *Slide Summary* tab includes a summary copy of the presentation slides in PowerPoint's handout format. This summary is intended as a resource for the instructor. The participants have a copy of these slides in their notebooks.

Notes

The *Notes* tab includes lined paper for note taking.

Overview of Participant Notebook Tabs

The Participant Notebook includes four major tabs, with the first major tab (Modules) including one minor tab for each of the 10 modules. A brief description of each of the major tabs is shown below.

The *Modules* tab includes 10 minor tabs, one for each of the 10 modules in the BBS Training. These tabs include a copy of the instructor's presentation slides in PowerPoint's notes format. The participant pages do not include the answers that appear on some of the instructor slides.

The 10 minor tabs are identical to those in the Instructor Guide and are listed below:

- Introduction
- The ABC Model
- PIC/NIC Analysis®
- Consequences
- Pinpointing
- Observation
- Verbal Feedback
- Graphic Feedback
- Positive Reinforcement
- Final Planning and Wrap Up

Modules

Handouts

The *Handouts* tab includes a copy of the exercise handouts to be completed during the training.

Tools

The *Tools* tab includes multiple copies of templates that they will use during the training and after the training as they continue to apply Behavior-Based Safety.

Notes

The *Notes* tab includes lined paper for note taking.
