

# let your training journey begin



## Delivery guide: *SAGE Business Cases* training activities

Our Trainers have put together this delivery guide to accompany the ***SAGE Business Cases* training activities**. This document will provide guidance if you plan on using an activity in a training session you are running, giving you a series of tips and suggestions to help you facilitate these activities in a live session.

### Activity overview...

- The activities help users learn how to use the ***SAGE Business Cases*** platform by inviting them to engage with some of the platform's key functionality, such as creating a profile, setting up a list, and using the browse and search functions to find relevant content that might help them with a current project or assignment they are working on, or to solve a particular problem or challenge. The activities also encourage critical-thinking, as they ask participants to reflect on why they have chosen each case, and how they might apply it to their work.
- We suggest that the activities are used **after** participants have been given an introductory presentation to the product, especially if the audience is less confident using online databases such as ***SAGE Business Cases***.
- If you would like to deliver an introductory presentation on this product, we recommend using the ***SAGE Business Cases training presentation***.
- The activities can be set to last from around 15 minutes to 30 minutes, depending on the experience level of the audience, and the time you have available in your session. If you want to run a shorter version of the activity, you may like to invite participants to find just one good case, rather than completing the whole table or worksheet.

### Facilitating the activity...

1. Start by making sure that all general questions related to the product or the platform have been answered.
2. Explain the task by holding up the table of the worksheet and explaining that they will need to complete it with information about cases they find on the ***SAGE Business Cases*** platform. We recommend that you provide the activity instructions before handing out the worksheet, so that participants can focus on you, rather than getting distracted reading the worksheet.
3. Make sure you clearly emphasise how long they have for the activity, and that you may ask some volunteers to share their findings with the rest of the group after the task.
4. Display the completed model on the presentation screen and leave up for the duration of the activity. The completed model is designed to show an example to participants, and is available after the blank copy of the task in the training activity worksheet.
5. Hand out the worksheet.
6. During the activity, walk around the room slowly and calmly, to observe the participants and ensure everyone is on task. If anyone is struggling, you can help them individually; if lots of people struggle with a similar issue, it's a good idea to review this with the group after the activity but before closing the session.
7. Give time warnings halfway through the activity, and five minutes before you will end the task.
8. When time is up, bring the attention back to the front of the room and invite two or three people to share their findings.
9. Before closing the session, review any common issues, and invite any final questions from the group.