



Getting Started – ILT Development Toolkit

The National Highway Institute (NHI) has created the *Instructor-Led Training Developer Toolkit* as a resource for those responsible for developing IACET-compliant ILT courseware. The toolkit consists of the following:

Title of Toolkit Item	Purpose of Toolkit Item	For Use By
Memo – Use of NHI Style and Standards Guide	Memo to contractors and other users of the NHI Style and Standards Guide	Course Development Team
NHI Style and Standards Guide	Provides NHI requirements for design and developments.	Course Development Team
NHI Instructor-Led Training Standards Guide	Complete guidance on how ILT course material should be formatted.	Course Development Team
Sample: Preliminary Lesson Plan, Instructor Guide, and Participant Workbook	Provides samples of Preliminary Lesson Plan, Instructor, and Participant Workbook	Course Development Team
Other Samples: ILT Cover, Spine, CD Label, and Technical Document	Provides template for final deliverables.	Course Development Team
Sample PowerPoint Presentations	Provides PowerPoint layout, color scheme, and font standards.	Course Development Team
ILT Lesson Plan Template	Provides lesson plan template.	Course Development Team
ILT PowerPoint Template	Provides PowerPoint template.	Course Development Team
ILT Instructor Guide and Participant Workbook Template	Provides a template for how the instructor and participant workbook is to be presented and formatted.	Course Development Team