

Your Session Title

Prepared by: Your Name

Date: Date of Your Presentation

Introduction

This is where you tell people what this action guide will do for them.

Key Points

Here's where you tell people what the most important things to remember are.

Sequence of Actions

Here is where you list the exact steps needed to solve the problem your audience member faces.

Additional Resources and Tools

Here is where you list the resources, templates, graphics, and other tools they may need.

