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**Office Title**

Facilitation Guide

**Facilitator Notes:**

**Experience Title:**

Created By

Last Updated

**Topic:**

**Experience Description:**

**Learning Outcomes:**

**Supplies:**

**Prep Instructions:**

**Program Introduction:**

Hi, my name is {insert name} and I am a {insert role in the office} in the {office title}. In our office, we provide education to empower students to build skills to {insert information}. The {office title} is located at {address}.

{insert program description}

**Discussion Questions:**

**Assessment Information:**

**Wrap-Up:**

**Works Cited (APA Format):**

{insert additional facilitator info}