

## SSS Change Log

Listings of any edits and the reason for the change/update. Options: Added, edited, removed, or fixed.

ITEM	ACTION	DATE	DETAILS
Unit 5 - Adaptability Quiz- Page 5	Removed	April 13, 2016	Temporarily removed pending new adaptation/authorization.
Unit 2 – Teamwork Video – Page 7	Added	April 13, 2016	Added Video: Lessons from Geese: Flying in Formation
Trainer’s Guide Version 1.6	Added	Sept. 29, 2016	Refer to changes made to pages <b>7 &amp; 8</b> re: data collection and overview of trainer’s responsibilities
Unit 3 Personal Management	Added	October 18, 2016	Added a brief activity to Page 11 To Do List – to have the class program alarms, reminders or schedules on their cell phones – or to email themselves a priority list if they don’t have a cell phone.
Units 1-5, Plus Handouts  *Please use all of these new versions effective immediately.	Edited	Dec. 21, 2016	New Clear Writing versions of all units. New approved font, more white space, active voice, etc. New videos (replacements) for Unit 1 (Listening), Unit 2 (Diversity) and Unit 5 (Adapting to Change)
Trainer’s Guide Version 1.8	Edited	January 4, 2017	New font throughout. Additional information on: Page 7 – Marketing and Social Media Page 14 – Participant Certificates + Removed Appendices: Now separate folder in Admin file called “Instructor’s Additional Information”
Instructor’s Additional Info	Added	January 4 2017	Removed items from the Trainer’s Guide and made a separate folder for the following: - LBS tips for CaMS - Use of SSS and SMWDB logos - Tips on Teaching Adults/Adult Ed
Trainer’s Guide Version 1.9	Edited	Feb, 2017	Minor edits to SSS logos - to include the copyright logo
Unit 5 Professional & Skills Dev.	Replaced video	March 21 2017	Changed last video on page 17 to new Chris Hadfield (old one had too many pop up ads).
Facilitator’s Guide	Edited	Oct 17/17	Edits throughout – review all
Unit 1, Unit 2, Unit 3, Unit 4, Unit 5	Additions	Oct 17/17	Final Assessment activities added to the end of each unit
Training Delivery Agreement	Edited	Oct 17/17	Edits throughout – to be signed by the organization or program authority New password to access Facilitator webpage – provided after signed agreement returned
Participant Resource webpage	New	Oct 17/17	Page includes: How to make yourself shine, Refresher tips on SSS, a comments section and

Participant certificate			Participant registration – required to receive certificate