

Text and Colors

Verifone Blue: Generic Verifone (corporate), covers, landing pages, first impressions, links

- RGB: 0, 174, 239
- Hex: 00AEEF



Green: PETRO, subpages

- RGB: 133, 202, 50
- Hex: 84CA34



Red: Highlights, Attention, subpages

- RGB: 240, 65, 46
- Hex: F0412E



Orange: CORE, Caution, subpages

- RGB: 255, 132, 0
- Hex: FD8400



Purple:

- RGB: 124, 95, 191
- Hex: 7C5FBF



Orange-yellow:

- RGB: 253, 186, 23
- Hex: FFBA16



Black: General text, outlines

- RGB: 34, 34, 34
- Hex: 222222



Iconography



Bridge

Purpose: An example of how to connect ideas or concepts, usually verbatim text.



Mouse

Purpose: Identify when computer, audio/video, PowerPoint, simulation, or website are being referenced.



Light Bulb

Purpose: Something for the instructor to ponder or consider. This might require deeper consideration in how you approach or research.



Group Activity

Purpose: This is a procedure, activity, or experience the class participates in.



Info

Purpose: More information you might use – not vital but may provide additional context.



Key

Purpose: These items are key to successful facilitation of course and must be reviewed before facilitation.



Note

Purpose: More information you might use – not vital but may provide additional context.



Participant Guide

Purpose: This is a direct excerpt from the PG or direction to the PG's section and subsection to call out specific PG material

Iconography



Q&A

Purpose: Guided discussion to drive classroom engagement. Specific questions, follow-up and answers to encourage agents to converse and exchange ideas with the instructor and/or others.



Speak

Purpose: Scripting you should say word-for-word.

Instructional Objectives Header

Style: Name: H1 Instructional Objectives, Font: Noto Sans, Color: 34, 34, 34, Size: 16

Purpose: Header that is automatically followed by Instructional Objectives style (below)

1. Instructional Objectives List
1. Style: Name: Instructional Objectives List, Font: Noto Sans, Color: 34, 34, 34, Size: 11
2. Purpose: Numbered list that identifies what the facilitator should accomplish during this module. Action verb followed by description

Preparation/Basic Instruction

Style: Name: Normal Verifone, Font: Noto Sans, Color: 34, 34, 34, Size: 11

Purpose: Basic text style that speaks to the instructor before the module starts.

Instructor Instructions

Style: Name: Instructor Instructions, Font: Noto Sans-Bold-Italic, Color: 255, 132, 0, Size: 11

Purpose: Text that instructs the facilitator to do something. Not an activity.

Talk Track

Style: Name: Normal Verifone, Font: Noto Sans, Color: 34, 34, 34, Size: 11

Purpose: Associated w/Speak/Say this icon, this text is suggested scripting for the instructor.

Styles

Important Quote (Say Verbatim)

Style: Name: Important Quote, Font: Noto Sans-Italic-Bold, Size: 12

Purpose: Say this quote word-for-word as displayed (not suggested scripting)

Transition

Style: Name: Normal Verifone, Font: Noto Sans, Color: Verifone Black, Size: 11

Purpose: Basic text that speaks to the instructor about how to connect ideas or concepts, usually suggested scripting

Instructor Notes

Style: Name: Notes Verifone, Font: Noto Sans-Bold, Color: 124, 95, 191

Purpose: Notes that you write yourself that help you facilitate. Space is usually provided on a separate page (or designated section) with a header that says Instructor Notes.