Trainer Guide – Cheat Sheet!

Before you give the presentations, please read the tips below! We hope to save you some time!

1. Read through the presentation, paying special attention to the notes section. This will include places to include examples and videos if appropriate.   Each presentation may also include slides that have places for you to fill in or should be deleted before giving the presentation.
2. Check if your location has internet access. Video can be included as desired by the presenter. (None of the Videos are "perfect" but give examples.) While video can be a great addition to any talk, adding videos will be determined by the presenter and the time available. Many of the videos can be linked during your talk for viewing. However, if you location does not have access, the videos will have to be downloaded to be viewed during the training.
3. Each talk is designed to take approximately 90 minutes, broken down as follows:
   a. 30 to 45 minutes of didactic training by the presenter
   b. 5 to 10 minutes for a break. (This isn't scheduled in the power point but can be determined by each presenter.)
   c. 35 to 45minutes – Activity and group discussion – this will allow parents time to talk and provide support.
4. When giving the presentation, it is possible to see your notes on your computer and not show them on the projector.
   a. Attach projector to the computer.
   b. Click on "Slide Show"
   c. Click on "Custom Slide Show"
   d. On the bottom right side, click the box "Show Presenter Box"
   e. A dialogue box will pop up; this will require you to "identify" one screen as 1 and one screen as 2. Identify your computer as "1" this will allow you to view your slides and notes, but the projector will only show your presentation.
   f. I would recommend trying this out before your presentation. (Took me a couple of tries to figure it out!)
5. Reinforcers – I know getting this great information from your school team is a reinforcer but I usually bring little prizes for participants. (Candy, post-it notes, new pens, ect.) Not necessary but often gets people willing to participate. I often give a prize when someone asks a question!
6. Power Point Presentations are meant to serve as a guide for information that is relevant to the topic. However, the presentations can and should be customized to allow for district specific information and additional of information and examples relevant to the presenter or the audience.