

PRESENTATION "TOOLS OF THE TRADE"

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| Agenda | To keep your training activities and schedule on track. |
| Aspirin | For those occasional headaches that flare up for the best of trainers. |
| Audio tape/CD player | Music is a great elixir for greeting students and at breaks. |
| Audio tapes | To be used for music or for audio training aids. |
| Blank transparencies and transparency markers | For last minute overheads, or interactive exercises. |
| Breakout rooms | To be arranged and set up in advance of the presentation. |
| Calculator | Always handy at registration. |
| Candy | An important addition for the post-lunch doldrums. |
| Certificates | A nice way for participants to remember their experience with you. |
| Chalk | Can be used to write greetings on sidewalks outside presentation venues (be sure to get permission) or on chalkboards in the training room. |
| Colored paper | Color-coding participant handouts makes them easy to locate and refer to. |
| Computer | Necessary for LCD presentations, as well as a presenter's computerized notes and files. |
| Duct tape | For securing extension cords on the floor. |
| Easel stand | For the ever important flip charts. |
| Evaluation forms | Helps presenters to assess their style, content, and topics for future reference, and are often required by training sponsors. |
| Extension cords | For audiovisual equipment—make sure to secure them on the floor with duct tape. |
| FedEx delivery | A good location to know for last minute deliveries. |
| Fee arrangements | Get them in writing—consultant contracts are very important. |
| Felt markers | Multi-colored and thick enough to see from the back of the room—one of a trainer's most important tools. |

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| First aid kit | Good for small medical emergencies. |
| Flip charts/tear sheet pads | Make sure you have at least 100 sheets for a full day of training. Breakout rooms should have flip charts and easels as well. |
| Glue | For use in interactive student exercises. |
| Hammer | You never know when one will come in handy. |
| Handouts | Prepare them in advance, and color code them for easy reference. |
| Index cards | Useful for participant exercises, especially for questions that students need answered, but do not want to ask in front of the full group. |
| Lens cloth | For overhead projectors and video equipment. |
| Mailing labels | Shipping home? These are vital. |
| Map | How to get to the training venue and, once you're there, how to get around town. |
| Masking tape | For hanging tear sheets on the wall—make sure you pre-tear up to 40 strips for easy access. |
| Meals | A full stomach helps participants and trainers do their best! |
| Microphones | Podium, lavalier, or traveling microphones should be arranged in advance, depending on the venue and room setup. |
| Name tags | First names—big and bold for easy recognition. Last names and agency or city can be smaller underneath the first name. |
| Name plates | Helps presenters to recognize participants by their names. |
| Overhead projector | For transparency presentations. |
| Overhead transparencies | Ditto. |
| Parking permits | Helps ensure easy access to parking for presenters, as well as participants, and avoids unwanted tickets. |
| Pads for writing | A nice touch for students (many of whom forget this important training aid). |
| Pencils or pens | Useful tools for presenters and participants—you never know when you'll need to take notes! |
| Pencil sharpeners | Keep those tips pointed! |

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| Photocopying facilities | Know the location and hours of business for last minute copying needs. |
| Pliers | For audiovisual equipment breakdowns. |
| Post-it notes | Helpful for interactive participant exercises (such as the "parking lot"), as well as for presenter "notes to self" throughout the training. |
| Prizes | A fun way to reward excellence among participants and encourage interactions. |
| Push pins | For bulletin boards. |
| Registration materials | Make sure they are prepared in attractive packets in advance of the presentation. |
| Rubber bands | Keep those tear sheets secure for the ride home. |
| Scissors | For all kinds of activities—when traveling, make sure scissors are placed in checked luggage (they will not make it through the security screening for carry-on). |
| Screen | For audiovisual presentations. |
| Screwdriver | Comes in handy for quick repairs to audiovisual equipment. |
| Slides | For audiovisual presentations—make sure they are in the right order and right side up prior to usage. |
| Slide projector | For audiovisual presentations. |
| Stapler and staples | Useful at the registration desk and sometimes for interactive participant exercises. |
| String | Helpful for participant exercises and for packaging post-presentation. |
| Television monitor | For showing videotapes. |
| Three-way adaptor | For electrical plugs. |
| VCR | For showing videotapes—practice prior to presentation makes perfect. And anything beyond "second generation" is likely to be fuzzy. |
| Video camcorder and tripod | Usually arranged by sponsors to record the presentation. |
| Video tapes | Blank tapes are used for recording the presentation. |

“ALPHA-DELTA” FACULTY OR PARTICIPANT DEBRIEFING

[Utilize Tear Sheets for this Process]

Possible topics to address:

- C Advance logistics.
- C On-site logistics.
- C Faculty/presenters.
- C Content of presentations.
- C Effectiveness of the use of time.
- C Participant resource materials or curricula.

| <i>[TOPIC]</i> | |
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| ALPHA “+” | DELTA “-” |
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BENEFITS AND BARRIERS

| BENEFITS | BARRIERS |
|-----------------|-----------------|
| | |

SAMPLE PARTICIPANT INTRODUCTION

[Utilize Tear Sheets for this Format]

| NAME | AFFILIATION | YEARS IN FIELD |
|---|-------------|----------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| THREE THINGS <i>WE BRING</i> TO THIS TRAINING SESSION: | | |
| 1. | | |
| 2. | | |
| 3. | | |
| THREE THINGS <i>WE WANT TO TAKE AWAY</i> FROM THIS TRAINING SESSION: | | |
| 1. | | |
| 2. | | |
| 3. | | |

“Personality Plus” Participant Introduction

My Name Is: _____

My Nickname Is: _____

I Work For: _____

I Wish I Could Sing Like: _____

My Favorite Saying Is: _____

Behind My Back, People Say: _____

“Personality Plus” Participant Introduction

My Name Is: _____

My Nickname Is: _____

I Work For: _____

I Wish I Could Sing Like: _____

My Favorite Saying Is: _____

Behind My Back, People Say: _____

PARTICIPANT GROUP DIVISION EXERCISE

“Hit the Road, Jack!”

Make enough copies of this exercise to match the number of groups into which you would like to divide participants. Cut slips of paper with each physical activity listed below, and provide one slip of paper to each participant. Then . . . play the song, “Hit the Road, Jack” and ask them to physically demonstrate the activity on their slip of paper, and find other participants who are doing the same activity.

Wink Your Eye

High-five

Snap Your Fingers

Flap Your Arms like a Chicken

Clap Your Hands

Twirl in Circles

TEAM TIME: “CHECK YOUR PULSE”

[Date]

[Time of “Pulse Check” on Agenda]

We’d like to give your team a chance to “check your pulse” on the training program to make sure you’re getting the best use of your time together, as well as from the conference.

1. Do you have any questions or comments about *[fill in the blank with topics that have been addressed]*?

2. As a result of all the presentations so far, have you identified any:
 - C Issues or problems that are relevant to you and/or your agency?

 - C Ideas that you might consider replicating in your agency or jurisdiction?

 - C Any other key stakeholders that you might want to involve?

3. Are there any other presenters or participants you’d like us to hook you up with (*at breaks or lunch/this evening/later*) for consultation or discussion?

4. Everything okay? Anything missing?