

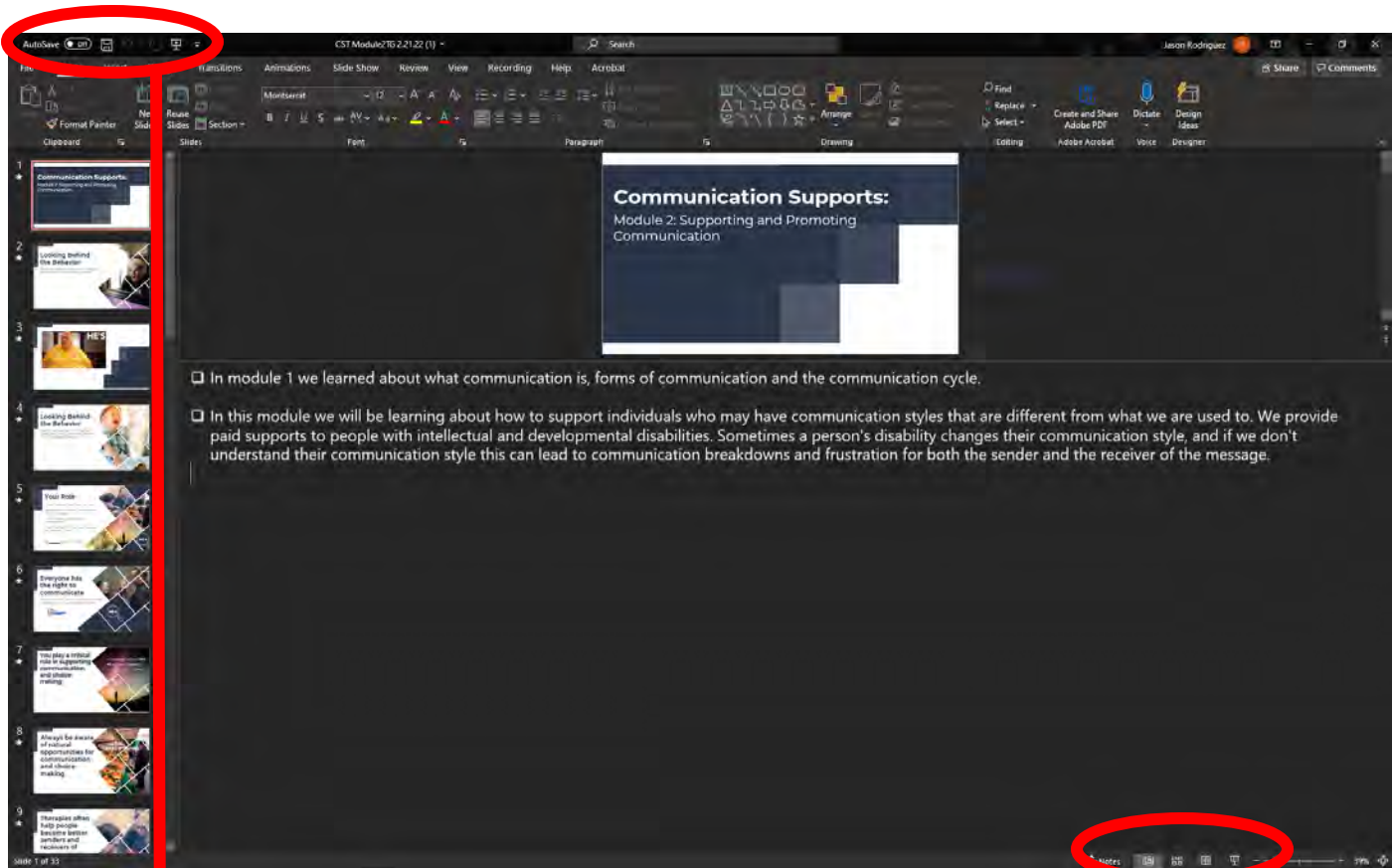
# **Power**

# **Point**

# **Quick**

# **Guide**





Here is an example of what it may look like when you first open your power point presentation.

Reminder: you need to always ensure when you are live streaming that the participants have their cameras on and also that they have audio capabilities to hear the presentation and respond. Make accommodations as needed, for example enabling closed captioning on your streaming platform.

There is 2 ways to get into presenter mode.

You can click either of these icons to enter Presenter Mode.



OR




# Communication Supports:

## Introduction



Here is an example of what it may look like when you first open your power point presentation with one screen.


**You will need to have a printout of the Trainer Guide ready to help you navigate the PowerPoint Presentation when using one screen:**

You can “Left Click”  to move presentation forward

You can also use the Left and Right arrows on your keyboard.

Left Arrow – Moves Back

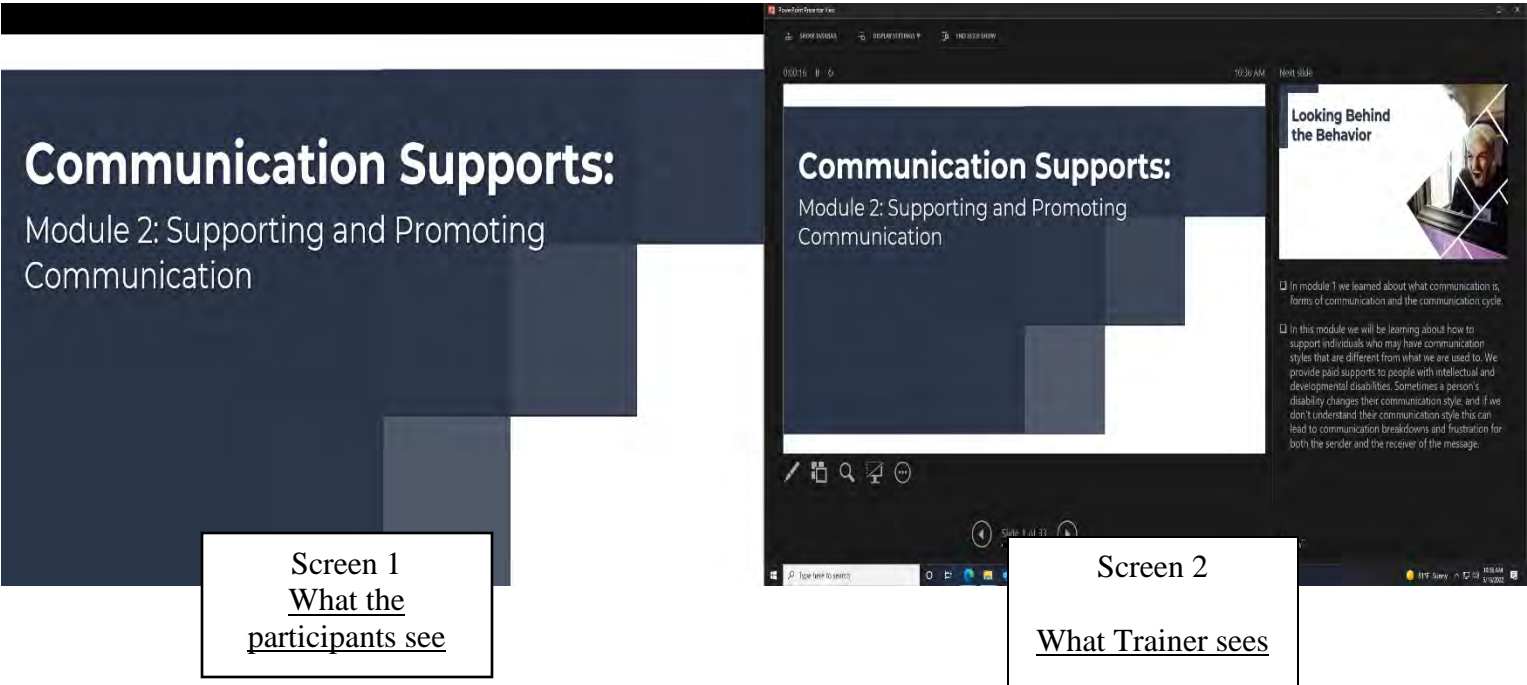
Right Arrow – Moves Forward

You can “Right Click”  to open a menu that will allow you to do a variety of other functions

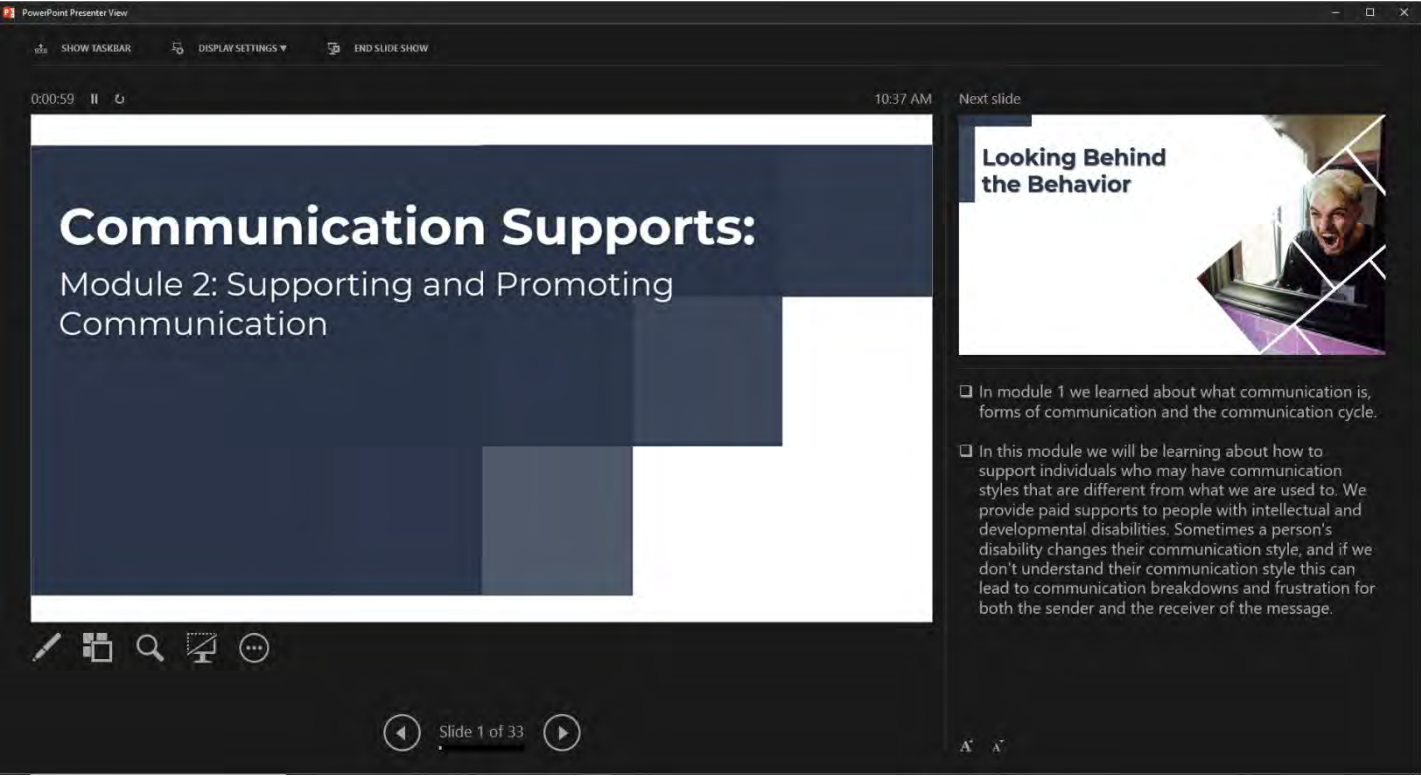
To get out of presenter mode you can hit the “Esc” key on your keyboard: 

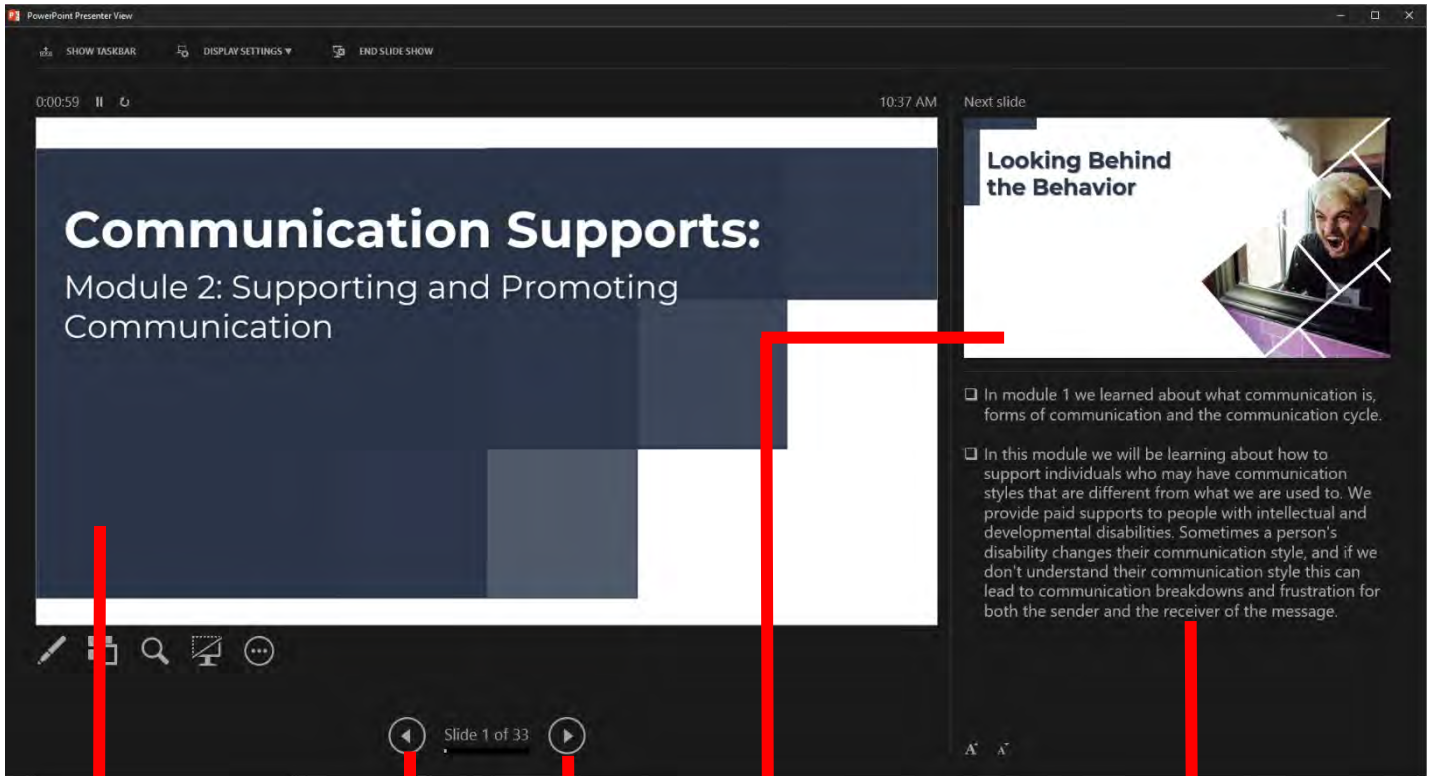
All above information is the same even if you use two screens. Using two screens has a different look to it though. Let’s look on the next page on what that difference looks like.

USING 2 SCREENS: This is what Presenter mode will look like on two separate screens:



This is a close-up of what **SCREEN 2** looks like





This side, shows what is on Screen 1

 Move slide back  
 Move slide forward  
 You can also use the left and right keys on your keyboard to navigate the slides

This shows you the upcoming slide.

This is the trainer guide, this section correlates with what is on Screen 1

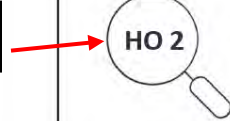


# What is communication?

Communication is the exchanging of information between two or more people to reach a common understanding.  
Communication is...

- ... interactive (2-way)
- ... a system that is understood by both parties
  - Abstract vs. concrete
  - Intentional/ unintentional
  - **Interpretation**

#1



#2

□ The third factor that impacts understanding is interpretation: As humans we can't help but send and receive messages through our own subjective lenses which have been shaped by variables like our *(click)* knowledge, experience, *(click)* age, *(click)* race, *(click)* gender, *(click)* religion, or family background. We also interpret messages we receive based on *(click)* our relationship with the other person and *(click)* our unique understanding of the words being used.

#3

□ **Ask** participants to share examples of when they were misinterpreted or when they misinterpreted someone's message, and which variable contributed. (5 minutes)

□ Turn to **page 2 in your Handout Packet** and fill in the top box "What is Communication?"

When trainings this course, ensure you read all instructions indicated in the bottom of the slide for instructions on how to present this course. This is a "script" for what to say while facilitate this course:

#1 – **HO 2:** All slides will indicate what Participant handout page number the slide correlates to. HO means "Handout"

#2 – **(Click):** When the instructions state (click), this is a cue for trainers to click so that the slide will transition to correlate with your script.

#3 – **ASK:** When you see "ask" or "discuss" this is what you will be "asking" or "discussing" with participants to begin an open dialogue. A time frame may be indicated, for this example, this discussion should last approximately 5 minutes

## Communication Origami



HO 12

#4

- **Activity: Communication Origami** (10 minutes max)
  - Have participants remove the blank page from the back of their handout packet.
  - Tell participants that you will be giving them step-by-step instructions on how to fold their paper into an origami shape.
  - Inform participants that they must keep their eyes shut as they follow instructions; they are not allowed to look at the paper or ask any clarifying questions.
  - Give the group your instructions on how to fold the paper into the origami shape of your choice. (example: Fold your sheet of paper in half, Tear off the upper right corner, Fold your paper in half again, Tear off the lower right corner, Fold your paper in half, Tear off the upper left corner, Fold in half a final time, Tear off the lower left corner, Unfold your paper and hold it up)
  - Have everyone open their eyes and compare their shapes.

#5

- **Activity debrief:**
  - Make the point that each paper looks different even though you have given the same instructions to everybody. What does this mean?
  - Ask the group if you think the results would have been better if they kept their eyes open or were allowed to ask questions.
  - Communicating clearly is not easy, we all interpret the information we get differently. Sometimes, when you communicate with others, they may not receive the message you sent that's why it's very important to ask questions and confirm understanding of a communicated message.

#6

**Transition Statement:** Let's look at the definition of distracting or disruptive behavior

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#4 – **Activity:** Activities will be indicated, ensure you read the instructions so that you can effectively facilitate this course. A time frame may be indicated as well. For this example, this activity should take 10 minutes max

#5 – **Activity debrief:** a debrief will be indicated, this is done after an activity to discuss how the activity went, or what the participants may have learned. Always read the instructions to understand what participants need to learn and understand from the activity.

#6 – **Transition Statement:** Transition statements are statements that prepare the participants for the next topic. It's important to utilize transition statements to help facilitate what the next topic will cover.