

# TIPS FOR LIVE STREAM AND IN-PERSON COURSES

## PowerPoint Presentation –

- You must use the DDS Powerpoint (PPT) – You can only download the PPT that you are certified to train in the training hub: . See [\\*PowerPoint Quick Guide\\*](#) on how to use the PPT along with Trainer guide
- Prior to Training, ask if any participants may need reasonable accommodations.
- Trainer Guide is in the PPT
- If you want to print the PPT with the Trainer Guide, make sure that you print “Notes pages” in your printing settings.
- At least a few days prior to you scheduled training, make sure that all your equipment and training materials are functional.
- PPT presentation must be fully operational, links must work, all videos and other materials provided must be used. If there are any issues with these, you must reschedule training. **NOTIFY DDS REGIONAL TRAINER IMMEDIATELY IF THERE ARE ANY ISSUES WITH THE PPT PRESENTATION**



## VIDEOS –

- Prior to training ensure all videos work – Links and/or downloaded videos must work.
- Ensure that your speakers are working and that they are loud enough for all to hear
- Read Trainer guide about focused discussion points to discuss after the video



## Annotations -

- Many Live Streaming platforms allow you to use Annotations – Annotations allow participants to interact virtually with PowerPoint presentations.
- Review your specific platform to see how annotations work
- Annotations works based on specific computer specification. It's up to you to determine what that specification is and recognize that not all participants will be able to use annotations.



Source: Zuckerman, B. (2001). *Creative Ways to Train Adults*. "Tips for Flips,"

# TIPS FOR LIVE STREAM AND FACE -TO-FACE COURSES

## Camera/webcam -

- There are a variety of web cameras to utilize for trainings. Many laptops may already have one integrated. Camera's that are 1080 (High Def) will give the audience the best clarity. Bandwidth also determines the clarity of videos
- Look into and at the camera when speaking.
- Avoid too much background distractions (avoid using busy backgrounds or busy virtual backgrounds)
- Stay in frame of the camera (this means having your head to shoulder visible to audience)



## Microphones/mic -

- There are a variety of Microphones/Mics. Choose the one you feel will work best for you.
- Many Laptops may already come with integrated microphone/mic
- Remind Participants to mute themselves during the presentations, allow them to unmute if they have something to add or questions to presentation.
- Test your microphone prior to the start of the class. Many Live Streaming Platforms allow you to test your microphone/mic.



## FLIPCHARTS & WALL CHARTS (Face to Face)

- Use block letters (two inches or larger)
- Use Bullet points
- Use 2-3 colors per page
- Add graphics/pictures (but not too many)
- Write text with dark colors
- Write on every other page
- Write trainer notes lightly in pencil
- Use sticky notes on page



Source: Zuckerman, B. (2001). *Creative Ways to Train Adults*. "Tips for Flips."