

# **TRAINER TOOLKIT | PRACTICAL TEACHING TIPS**

## *or What I Wish I Had Known!*

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1. Always bring a paper copy of your presentation with instructor notes in case of equipment problems.
2. With smaller groups, it is often better to forget the PowerPoint and sit down around a table and have a more intimate, conversational presentation.
3. If using handouts, bring extras. If you want the audience paying attention to you, don't pass them out until the end of the class.
4. Arrive early to check out the audiovisual equipment and test your presentation, microphones, etc.
5. Plug in the LCD projector to an electrical outlet and turn it on first, then plug your laptop into an electrical outlet (if not, computer battery can run out in long presentations), connect the laptop and LCD projectors together with the proper cable, and then turn on your laptop. Remember: Turn the LCD projector on first, connect projector and laptop, then turn the computer on—otherwise there are problems with the projector recognizing the computer and you end up having to restart your laptop.
6. If your presentation is only showing up on the screen, or only on your laptop, push the function key on your laptop (usually F5 or F8, or the picture of the computer monitor) to show the presentation on both.
7. If showing a DVD through your laptop and LCD projector, be sure to hook speakers up to the laptop headphone jack. A back up is to use your microphone and put near the laptop speaker. If you are still having audio issues, check the volume setting on your laptop—some laptops have an audio mute feature that may need to be checked.
8. Use a wireless presenter/remote slide advancer if one is available and have extra batteries available. A good investment to buy your own if you do a lot of PowerPoint presentations.
9. Press the letter “B” on the laptop keyboard to blank the screen, then press any key to return to your current slide. This is nice to do when you want the full attention of the audience. Wireless presenters/remote slide advancers usually have the blank function as well. Note: This tip only works while using PowerPoint.
10. To print the instructor notes or other handout formats on a PowerPoint presentation, go to “Print,” then to “Print What.” The options are:
  - a. Slides (whole page): Don't do this one!
  - b. Handouts: Select slides per page. Usually use three slides per page—this gives you lines for taking notes next to each slide.
  - c. Notes Pages: This gives you the slide and the instructor notes.
  - d. Outline View: Gives an outline of the presentation. (We don't recommend this as a handout.)

11. If using a lapel microphone, wear clothing with pockets to easily hold the equipment.
12. Be sure to mute or turn off the microphone when not in use. If you don't, you may be broadcasting something not intended for the class to hear!
13. Use a portable, wireless microphone to pass around in a large class for introductions, questions and comments. If not available, be sure to repeat the question for the whole group before answering.
14. Have a planned opening and closing with the main idea. Avoid ending with questions. If you ask for questions near the end, bring the group back together with a final word. You want the presentation to end on a positive note.
15. Have fun teaching. If you are passionate, your class will be too!