

Athlete Leadership

Email, Internet and Search Engines

Trainer Guide

2016

*Created by the Joseph P. Kennedy, Jr. Foundation for the Benefit of Persons with Intellectual Disabilities*

Special Olympics Athletes Taking Leadership Roles

**About This Course**

Congratulations on being chosen to be a trainer for the Email, Internet and Search Engines Course which is a course with the focus on technology. This course is key for athletes in every area as they learn how to communicate with their peers and key leaders more efficiently. This course will open doors for them and help them pursue other technology options they never knew they had. It is like opening Pandora’s Box! This is a fun course to take and teach. This is an athlete’s first venture into technology, and we want to make it an awesome and enjoyable learning experience. This course should be a prerequisite course for PowerPoint.

**Trainer Guide**

This Trainer Guide is going to give you suggestions on room set up, options for displaying materials, supplemental materials/handouts you may want on hand, materials needed for the class, room set up, marketing and branding, equipment and supplies, the facility, and an overview of the courses slides and teaching activities.

**Course Planning and Feedback Grid**

In the Trainer Guide, there is a document called Course Planning and Feedback Grid. It will outline: the slide number/name/purpose, the time it takes to teach that slide or concept; the method of teaching i.e. Q&A, Brainstorm, Group Activity Small or Large; page in Participant Guide that correlates to the slide, and any modifications or comments that you might change for your Program when you teach the course.

**PowerPoint Slide Presentation**

Each slide in the PowerPoint has talking points and suggested activities at the bottom of the page. It also may suggest referring to the Participant Guide and props as needed.

Certain slides may have almost verbatim suggested language for clarity and consistency sake.

The PowerPoint presentation without the notes section should go in the Handouts or Notebook given to Athletes.

Mentors should get the PowerPoint and Notes plus Trainer Guide.

**Participants, Trainers and Communication**

**Selection of Participants**

* Market course minimum 6 months out.
* Prepare and send application packet (determine if daily access to computer is required).
* Review applications to ensure:
  + Pre-requisite course and skill level of the athlete/mentor match the course
  + Travel requirements now, and in the future, can be met
  + Attendance for entire course required
  + Accessibility needs are noted
* Arrange housing (if applicable).
* Announce number of athletes to be trained and how they will be selected (geographically or first-come basis).

**Selection of Trainers/Instructors**

* Team should include an athlete if at all possible. Bring in a Program Athlete Leader to mentor as a trainer if you don’t currently have one.
* Trainers must be experienced or have helped TRAIN THE COURSE ONCE.
* Familiarize the training team with the Program’s goals, stats, and fact sheets.
* Arrange lodging, transportation and reimbursement process for expenses when needed.

**Correspondence Checklist**

* Application packet (online or by mail)
* Participant acceptance letter with information sheet including travel
* Training Memos (outlining what to bring, agenda, places to eat, etc.)
* Thank You letters

***Market Course 6-12 months out using social media and website***

**Meeting Room**

**Facility:**

* Meeting room should be large enough to accommodate # of tables and chairs needed, computers, AV, flip Charts, refreshment area
* Be aware of accessibility to doors and restrooms.
* Ample and accessible parking
* Review and sign contract and complete insurance forms if necessary

**Room set up:**

* Classroom style (with 2 to a table mentor and athlete) using a herringbone or Hollow Square setting
* A computer lab may be used if athletes don’t have access to a local program or mentor’s laptop
* Mentors may loan their laptop to the athlete for the day
* Laptops should be available for athlete(s) that do not have one
* Room needs plenty of outlets for laptop, LCD, Screen (if not built in and you have to bring one in)

**Supplies /Equipment /Materials**

**AV Equipment**

* Pull down screen or portable screen for PowerPoint presentation
* Flip chart stand
* 2 LCD’s and extra bulb
* USB Flash drive with presentation and handout for trainer
* Laptop/Computer for trainer with presentation desktop
* 6-8 Laptops (one for each athlete determine number in class – confirm if you are providing laptops or are athletes and mentors bringing one)
* 5 extension cords
* 5 Surge protectors
* Lectern
* 12-16 mouse pads
* Bluetooth pointer (for highlighting items on screen) – optional, but very helpful
* Camera/ Recorder/Video
* Optional: USB flash drive or CD with list of all athlete leaders; Athlete Leadership State and Area Council Chairs; List of participants and numbers

***AV Supplies***

* Wi-Fi password for facility
* Jump drive with presentation, Participant Guide, Trainer Guide and any supplemental materials
* Flip chart with lines
* 3 water soluble colored markers
* Lectern banner
* 4 dry erase markers/white board (if not using flipcharts)
* Dry eraser

***Instructional Supplies***

* Stick on or printed name tags
* 3 Sharpies for name tags
* Writing pens for everyone
* Note pads or yellow pads for everyone
* Give-a-ways (optional); string bags, cups, mugs or left over t-shirts from events
* Prizes (gum, candy, and/or trinkets for being the first one to answer a question correctly)
* Certificate paper and certificate holders
* Dolly for loading and unloading

***Order supplies 2-3 weeks in advance of training***

**Preparation**

**Curriculum Materials**

* Participant Guide (for athletes, mentors, and trainers)
* One-pager handout on Athlete Leadership Training: Series or University Curiculum model; use only the model you are offering
* PowerPoint Presentation Handout (3 to a page with notes lines for athletes; Slides and notes for trainers and mentors.
* Handbook for Athlete Leaders for the model they are using (athletes, mentors, trainers) If they have not received one previously
* Trainer Guide for (trainers only)
* Depending upon the budget for training, the materials may be put in a 3 ringed notebook with numbered tabs to divide the sections above or print the cover of each document on different colored paper or label each handout with a different letter or number

***Review the Power Point presentation, Participant Guide, Trainer Guide and Handouts***

* Change the master slide(s) to match your Program designation
* Update terminology and cultural references to match your Program
* Add websites your Program may use
* Find pictures of your Program to drop in PowerPoint, Participant Guide to make it more local
* Prepare Attendee List (name, address, phone, email) to include in materials
* Make certificates for each participant to send after practicum has been completed
* Coordinate who will do what section of the training and populate results on the Course Planning and Feedback Grid
* Send Feedback Grid to trainers with assignments listed and any modification or comments
* Create Agenda

**Duplicate Materials**

* Color code covers of different handouts (PowerPoint, Participant Guide, Trainer Guide) if budget won’t accommodate books and tabs.
* Copy Handbooks for Athlete Leaders (if applicable), Participant Guide, PowerPoint for everyone.
* Copy Trainer Guide and Feedback Grid for trainers.
* Make extra copies of Evaluation so you don’t have to tear out of Participant Guide.
* Copy Attendee List and Agenda.
* Make a CD/Jump drive with pictures of your program, attendee list, websites you would like people to be familiar, rules or policies you may have about web and social media.

**Volunteer Assistance**

* 1 - For Registration and distribution of training materials (may be same as below)
* 1 - To assist with making coffee, keeping snacks, replenishing/distributing lunch
* 1 - Photographer minimum for graduation; more or longer hours to get candid shots, as well as head and group shots
* 0 - Recorder: we recommend that you utilize your participants, both mentors and athletes, as recorders whenever possible.

**Photography/videography**

* Take head shots of each mentor and athlete team. Helps you identify your athletes in each geographical section of your program if you are offering multiple courses. Also helps with marketing and future presentations.
* Take group shots of athletes and mentors.
* Take roving shots of action during the day optional.
* Take individual head shots of athletes and mentors as they arrive, if time.

.

**Athlete Leadership Specific Products/Apparel**

* Determine if your Program is going to award certain products or apparel for courses. Such items could include certificate of participation or completion, t-shirt given after practicum for Intro course, polo shirt given after practicum for Global Messenger Practicum.

**OR**

* Determine if any items are received **before** practicum or all to be received **after** the practicum is completed such as certificate is given after completed and t-shirt is given at the training.
* T- shirt
* Polo shirt or jacket
* Certificate of completion of course participation

**Refreshments**

**For Breaks**

Bottled water, tea, coffee, and healthy snacks. Try to keep sugar drinks and sweets to a minimum as it causes lows in the afternoon.

* Ice
* Cooler for water
* Hot/cold cups
* Sugar
* Creamer
* Stirrers
* Coffee
* Crystal Light Packets for water
* Total Light Packets for water
* Snacks

**For Meals**

Send out lunch order forms in advance so that the lunches can be delivered with names on them.

Subs, fruit chips and a drink is an easy lunch and makes for a good working lunch if you are short on time.

**Let the Learning and Fun Begin!**

**Course Planning and Feedback Grid**

Title of course or presentation: Email, Internet and Search Engines (Technology I)

Location: Date and time:

Instructors/Presenters: Page: 7 - 8

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Estimated Time | Slide # | Topic/Purpose | Exercise; Lecture; Brainstorm; Role Play; Q & A; Show & Tell (S & T) | Participant Guide & page # | Adjustments / Comments |
|  | 0 |  |  |  | Check working condition and internet access of each computer.  Preload pictures on each desktop |
| 5 | 1 | Intro | Interactive | 2 |  |
| 2 | 2 | Agenda | Lecture | 2 |  |
| 5 | 3 | Goals | Lecture | 2-3 |  |
| 10 | 4 | Tools of the ‘trade’ | Lecture |  | Need internet connection for all |
| 25 | 5 | Why would you use? | Brainstorm |  | Use Flipchart |
| 10 | 6 | Why would you use? (cont.) | Review |  | Use Flipchart & Slide |
| 5 | 7 | E-mail | Lecture |  |  |
| 5 | 8 | E-mail - Advantages | Lecture |  |  |
| 10 | 9 | E-mail - Email Programs | Lecture; S & T |  | Trainer demonstrates |
| 10 | 10 | E-mail - Getting friendly with your computer | Interactive w/computer |  | Trainer demonstrates  Athlete follow on computer |
| 10 | 11 | E-mail - Setting up Google Mail – Gmail | Interactive w/computer | 4, #1 & #2 | Athlete follows demo on own computers |
| 15 | 12 | E-mail - Reading Google Mail | Interactive w/computer | 4, #3 | Same as above |
| 20 | 13 | E-mail – Addressing an e-mail | Interactive |  | Exercises to check understanding |
| 15 | 14 | E-mail – Creating your contacts | Make address book | 4, #5 &  #15 | Put trainer emails on the slide exercises for athlete |
| 15 | 15 | E-mail – Sending a good message | S & T Interactive | 5, #7 | Exercise to write an email |
| 5 | 16 | E-mail – Receiving a message | Lecture; S & T | 5, #8 , 9, #16, #17 | Review viruses |
| 10 | 17 | E-mail – Replying to a message | S & T |  | Reply, Reply All and attached exercise |
| 10 | 18 | E-mail – Email storage | Demonstrate Folders/Labels | 5, #4 | Go On line, delete message, archive message, create label, file store email message |
| Estimated Time | Slide # | Topic/Purpose | Exercise; Lecture; Brainstorm; Role Play; Q & A; Show & Tell (S & T) | Participant Guide & page # | Adjustments / Comments |
| 10 | 19 | E-Mail – Other E-mail Tips | Lecture; S & T | 4, #6 & 5  #9 &  9, #15 | Refer to participant guide and review #6, #9 & #15 |
| 15 | 20 | LUNCH |  |  | Any Questions? |
| 5 | 21 | Internet/WWW | S & T | 6, #11 | Trainers go to #12 & #13 |
| 5 | 22 | WWW – Web Browsers | Lecture; S & T |  | On line exercise |
| 10 | 23 | WWW – Tour of Internet Browser | Interactive |  | Athletes find Keys/Exercise on computer |
| 5 | 24 | WWW – Learn the lingo | Lecture; S & T |  |  |
| 15 | 25 | WWW – Addresses (WRLs) | Interactive | 6, #10 | Exercises |
| 15 | 26 | WWW – Speedier Surfing | Interactive Exercises | 8, #12 & #13 | Exercises |
| 10 | 27 | WWW – Some good Websites | Demonstrate; Lecture | 6, #10 & #11 | Exercises |
| 15 | 28 | Search Engines | Lecture; S & T | 6-7, #11 | Exercises |
| 10 | 29 | Search Engines – Successful Searching | Lecture | 8, #14 | Exercises |
| 5 | 30 | Search Engines – Sample | Interactive Quiz |  | Internet Connection |
| 20 | 31 | Search Engines – Practice | Interactive |  | Encourage mentors to help, **NOT DO** Exercise-Quiz |
| 20 | 32 | Search Engines – Practice | Interactive |  | Exercise-Quiz |
| 20 | 33 | Search Engines – Practice | Interactive |  | Exercise-Quiz |
| 5 | 34 | Technology I – How would you use Technology? | Brainstorm; Questions; Flipchart |  | Could use small groups |
| 20 | 35 | Athlete Leadership University Review | S & T/Review Forms | 10, 11, &12 | Athlete Leader Handbook and Participation Guide |

Total Time: 392 minutes = 6.5 hours

“You are only as fast as your slowest learner!”