Athlete Leadership

PowerPoint

Trainer Guide

2016

Special Olympics Athletes Taking Leadership Roles

**About This Course**

Congratulations on being chosen to be a trainer for the PowerPoint Course! This course is important for athletes as they learn alternative and creative ways to communicate with their peers and key leaders. This course will open doors for them and help them pursue other technology options they never knew they had. This is a fun but challenging course to take and teach, because everyone comes to it with a different skill level.

**Length of Course**

This course is designed to last 8 hours with two ten-minute breaks, a 45-minute lunch, 15 minutes of transitioning time, an hour for Part 1 and Part 2, an hour for Part 4 “Developing a PowerPoint Presentation”, and 1½ hours for athletes to share their presentations and complete the requisite forms. That leaves 4 hours and 10 minutes for instructional and demonstration time. The course may be taught in less time or more time depending on the athletes’ computer knowledge. This will have to be determined course by course using the Course Planning and Feedback Grid and agenda at the end of this guide. In addition, we have left the instructional time blank so that you will be able to insert times for each course.

**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 course’s slides and teaching activities.

**Course Planning and Feedback Grid**

In the Trainer Guide and under separate cover, 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 (such as 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 make 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.

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

The Participant Guide plus PowerPoint presentation without the notes section should go in the Handouts or Notebook given to athletes.

Mentors should get the PowerPoint and Notes pages in addition to the Participant Guide.

**Participants, Trainers and Communication**

**Selection of Participants – Suggested Maximum of 8 Athletes**

* Market course minimum 6 months out: Pre-requisites include Email, Internet and Search Engines Course [Technology] and athletes having daily access to a computer which has Microsoft PowerPoint installed on it.
* Prepare and send application packet.
* Review applications to ensure:
  + Athlete has a mentor to accompany him/her.
  + 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 needed).
* Athlete’s Mentor **MUST** ensure that athlete has a USB Flash Drive with his/her personal and Special Olympics pictures on it.

**Selection of Trainers/Instructors – Suggested 3 Trainers** (one of whom is an athlete**)**

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

**Correspondence Checklist**

* Application packet
* 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 number of tables and chairs needed, the number of computers, AV, flip charts and refreshment area.
* Be aware of accessibility to doors and restrooms.
* Ample and accessible parking is available.
* Review and sign contract and complete insurance forms as necessary.

**Room set up:**

* Classroom style (with 2 to a table) using a herringbone or Hollow Square setting.
* A computer lab may be used.
* Laptops should be available for athlete(s) who do not own one; mentors may bring their laptops to loan to athletes.
* Room needs plenty of outlets for laptop, LCD, screen (if not built in and you have to bring one in).

**Supplies, Equipment and Materials**

**AV Equipment**

* Pull down screen or portable screen for PowerPoint presentation
* Flip chart stand
* 2 LCD’s and extra bulb
* USB flash drive or CD (depending on age of computer) with presentation installed
* Laptop/computer for trainer
* 6-8 laptops (one for each athlete) with Microsoft PowerPoint installed
* 5-8 extension cords
* 5-8 surge protectors
* Lectern
* 10 mouse pads
* Bluetooth pointer (for highlighting items on screen) – optional but very helpful
* Camera / Recorder / Video

***AV Supplies***

* Wi-Fi password for facility
* USB Flash Drive with presentation, Handbook, Trainer Guide, Participant Guide and PowerPoint Resources Folder (the picture folder must be populated).
* USB Flash Drive or CD for each athlete and mentor to include all information in the PowerPoint Resources Folder (the picture folder must be populated); Participant Guide installed.
* Flip chart with lines
* 1 roll blue painter tape to tape charts to the wall
* 6 water soluble colored markers
* Lectern banner
* White board (instead of flip chart)
* 4 dry erase markers
* Dry eraser

***Instructional Supplies***

* Stick on or printed name tags
* 3 Sharpies for name tags
* Writing pens for everyone
* Give-a-Ways (optional), string bags, cups, mugs or left over t-shirts from events
* Prizes (gum, candy, trinkets for being the first one to answer a question correctly) - ***Optional***
* Certificate paper and certificate holders for printing certificate after practicum is completed
* Dolly for loading and unloading

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

**Preparation**

**Curriculum Materials**

* One-pager Athlete Leadership Training – Series or University Curriculum models; hand out the model you will be offering (for athletes, mentors, trainers)
* Participant Guide (for athletes, mentors and trainers)
* PowerPoint Presentation Handout (print 3 slides to a page with notes for athletes; slide and notes for trainers and mentors
* Handbook for Athlete Leaders (athletes, mentors, trainers if they did not receive one during the Introduction to Athlete Leadership Course)
* Trainer Guide for (trainers only)
* Depending upon the budget for training, the materials may be put in a 3-ring notebook with numbered tabs to divide the sections above, print the cover of each document on different colored paper or label each handout with a different letter or number

***Review the PowerPoint 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.
* Find pictures of your Program to drop in PowerPoint and Participant Guide.
* Prepare Attendee List (name, address, phone and 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; include on Course Planning and Feedback Grid.
* Send Grid to trainers with assignments listed and any modification or comments.
* Make Agenda and time frame to match your Program.

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**Duplicate Materials**

* Make 4 files for USB Flash Drive with the following:
  + Pictures of Sports, Healthy Athletes, Unified Sports®, Young Athletes, Motor Activities
  + Sample Presentations from 3 athletes who took this PowerPoint Course
  + Templates to include SOI Presentation Template in Arial font, Practice Design & Your Name
  + Your Presentations file for your future presentations including today
* Copy one-pager on Athlete Leadership Training Series or University Curriculum (whatever offering), Handbook for Athlete Leaders (if not received before), Participant Guide, PowerPoint Slides for everyone
* Copy Trainer Guide and Course Planning and Feedback Grid for trainers
* Make extra copies of Course Evaluation Form
* Copy attendee list and agenda for everyone

**Volunteer Assistance**

* 1 – Volunteer for Registration and distribution of training materials
* 1 – Volunteer to assist with making coffee, keeping snacks, replenishing/distributing lunch
* 1 – Photographer minimum for graduation; more or longer hours to get candid shots

**Photography/videography**

* Take head shots of each mentor and athlete team. This helps to identify your athletes in each section of your program if you are offering multiple Courses. It also helps with marketing and future presentations.
* Group shots of athletes and mentors.
* Take roving shots of action during the day – optional.
* Take individual head shots of athletes and mentors.

**Athlete Leadership Specific Products/Apparel**

* Determine if your Program is going to award certain products or apparel for courses certification such as T-Shirt after the Introduction to Athlete Leadership Practicum and Polo shirt after the Global Messenger Practicum.

**OR**

* Determine which items are received **before** the Practicum or **after** the Practicum is completed such as Certificate is after the Practicum is completed and a T-Shirt is given at the training.
* T- shirt, Polo Shirt or Jacket
* Portfolio/Pad folio
* Briefcase
* Lectern Banner
* Business Cards
* Business Card Holder

**Refreshments**

**For Breaks**

Bottled water, tea, coffee, 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
* Box of Joe
* Crystal Light Packets for water
* Total Light Packets for water

**For Meals**

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

Subs, fruit chips and beverages are 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: PowerPoint

Location: Date and time:

Instructors/Presenters: Page: 7-8

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time in Minutes | Slide # | Topic/Purpose | Exercise; Lecture; Brainstorm; Role Play; Q & A; Show & Tell (S & T) | Participant Guide page # | Adjustments / Comments |
|  | 1 | Course and Presenters |  |  | Add Presenters Names |
| 0 | 2 | **Part 1 COURSE OVERVIEW, WELCOME & INTRODUCTIONS** |  |  | One-page handout on Athlete Leadership Training Series or University Curriculum |
| 15 | 3 | Welcome, Course Overview and Agenda | Lecture | 3 |  |
| 20 | 4 | Introductions | Show and Tell | 3 | User options 1, 2, or 3 |
| 0 | 5 | **Part 2 MENTORS’ ROLES AND WHY USE POWERPOINT?** |  |  |  |
| 5 | 6 | Mentors’ Roles | Lecture | 4 |  |
| 5 | 7 | Mentors’ Roles (cont.) | Lecture | 4 |  |
| 5 | 8 | Why use PowerPoint? | Brainstorm | 4 |  |
| 10 | 9 | Multi Media PowerPoint Training | Show and Tell | 4 |  |
| 0 | 10 | **Part 3 TERMINOLOGY** |  |  |  |
|  | 11 | Terminology | Lecture | 4 |  |
|  | 12 | Explanation of Terminology | Lecture /Demo | 4 |  |
|  | 13 | Getting Started | Lecture/Demo | 5 | Athlete Participation |
|  | 14 | Opened Template | Lecture/Demo | 5 | Emphasize no modifications to SOI Branded Template |
|  | 15 | Slide Show Template | Lecture/Demo | 6 | Your SO Programs Template can be used here |
|  | 16 | More Terminology | Lecture/Demo | 7 | Athlete Participation |
|  | 17 | Save As (Your Name) | Lecture/Demo | 8 | Athlete Participation/Use template in Resource Folder |
|  | 18 | Top Tool Bar | Lecture /Demo | 9 |  |
| 10 |  | Break – Move as needed |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Time in Minutes | Slide # | Topic/Purpose | Exercise; Lecture; Brainstorm; Role Play; Q & A; Show & Tell (S & T) | Participant Guide page # | Adjustments / Comments |
|  | 19 | Home - Copy, Cut and Paste | Lecture/Demo | 10 | Athlete Participation |
|  | 19 | Home - Slides | Lecture/Demo | 11 | Exercises |
|  | 20 | Home - Font | Lecture/Demo | 12 | Exercises |
|  | 21 | Home - Paragraph | Lecture/Demo | 13 | Athlete Participation |
|  | 22 | Home - Drawing | Lecture/Demo | 14 | Athlete follows with Cursor |
|  | 22 | Home - Editing | Lecture/Demo | 15 | Athlete follows with Cursor |
| 45 | 23 | LUNCH – Move as Needed |  |  |  |
|  | 24 | Insert – Tables and Illustrations | Lecture/Demo | 16 | Athlete follows with Cursor |
|  | 25 | Insert (cont.) – Links and Text | Lecture/Demo | 17 | Athlete Exercise |
|  | 26 | Design – Slide Size/Format, Themes | Lecture/Demo | 18 | Athlete Exercise |
|  | 27 | Transitions – Style, Sound, Speed and Preview | Lecture/Demo | 19 | Athlete Exercise |
|  | 28 | Animations – Add Animation, Animation Pane, Timing, Preview | Lecture/Demo | 20 | Athlete Exercise |
|  | 29 | Slide Show – Start Slide Show, Set up Slide Show | Lecture/Demo | 21 | Athlete follows with Cursor |
|  | 30 | Review – Proofing/Comments -- Spelling, Research, Thesaurus, Comments, Compare | Lecture/Demo | 22 | Athlete follows with Cursor |
|  | 31 | View – Presentation Views, Master Views, Zoom, Color/Grayscale, Window | Lecture/Demo | 23 | Athlete follows with Cursor |
| 10 | 32 | BREAK – Move as needed |  |  |  |
| 0 | 33 | **Part 4 DEVELOP A SLIDE SHOW** |  |  |  |
| 60 | 34 | Developing Your Slide Show | Trainer Roam Room Giving Assistance | 24 | Athlete Develops Slide Show |
| 0 | 35 | **Part 5 PRESENTATIONS, PRACTICUM AND COURSE FEEDBACK** |  |  |  |
| 60 | 36 | Presentations | Critique Presentations | 25 | 6-8 Presentations by athletes |
| 7 | 37 | Practicum & Form | Review Requirements and form | 25-26 | Ensure deadlines understood |
| 15 | 38 | Back Home/Feedback | Lecture/ Q&A/Review Forms | 27-28 | Ensure forms are returned |
| 8 | 39 | Show me the ATHLETE! |  |  |  |