Transcript #5: Using Power Points and Presenter Guides

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Early in our work, the Partnership heard clearly from the field that a most useful tool for them would be the development of a user-friendly Power Points to present information and to support discussion of topics critical to education today.

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Central to the development of Partnership materials is the principle of non-duplication. Occasionally, we create new; however, most often, with permission, we work with existing presentations from other entities (researchers, organizations, the US Department of Education, etc.). Then, convening cross-stakeholder workgroups from across organizations and the nation, at differing levels of involvement in the issue, we work to create user-friendly, accessible presentations that can be shared in a variety of settings and with a wide variety of audiences.

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Power Point presentations are located within the collections. For example, in the collection on Autism Spectrum Disorders…

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…you will find five currently available: characteristics, supports and interventions, eligibility, programming, and functional behavioral assessments, with more being developed at this time.

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In order to provide support and to develop a way to make the Power Point presentations more user-friendly, the workgroups also created a presenter guide for each.

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These guides provide basic information to support any person interested in the topic to provide information to others without having a background as a professional development facilitator. Let us take a look at these components of a presenter guide using one of the Response to Intervention presentations that addresses policy and implementation issues.

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In each presenter guide you will find at least two suggested agenda to fit differing timeframes available to the presenter/facilitator. This particular presentation has three (half day, two hours, one hour). You make a choice depending on the timeframe you have available.
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Throughout there are miniature slides, in the same order as the presentation slides, to easily connect content to the appropriate slide. Under each you find key talking points. These points are purposefully not scripted to read to the audience in order to encourage you to bring your own style and personality to the presentation.

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Presenter notes are inserted to suggest background information or extension readings.

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Presenter tips are found throughout which suggest facilitation techniques.

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Optional activities to deepen understanding are available for use when time is available for extended presentations and the purpose is to engage participants to deeper levels. These optional activities are indicated by a bold vertical line on the left side of the page. On this page there is also a notation of a handout that you may choose to use at this point in the presentation.

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A listing of available handouts and the handouts themselves are found at the end of each guide. Use of these materials is optional and is determined by the presenter/facilitator.

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Power Points and Presenter Guides are downloadable from the Partnership website and can be used in a number of ways. When someone or a small group wants to introduce the topic to a broader group of people, when a group (for example, a committee, school, or an organization) has identified a need and wants to bring together others to create shared understanding, or as the next step after a beginning discussion on a particular topic, maybe a discussion that has grown out of an introduction via needs of the field or a grounding assumptions document.

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When you use these Power Point presentations we encourage you to tell us how you are using them. We welcome ideas for improving products available to you and your stakeholders.