

WORKSHOP DIRECTORY PAGE

TITLE: Oh No, Now What Do I Do?

COMP. #: 704

NO. HRS: 3

DATE: April 2012

QUALITY SERVICES REVIEW INDICATORS:

➤ N/A

COMPETENCIES:

704-3 The trainer is able to use audiovisual equipment such as overhead projectors, slide projectors, video projectors, video television (VCR) and flip chart stands.

LEARNING OBJECTIVES: Participants will be able to:

- Set up and operate equipment and software necessary to display a PowerPoint presentation
- Set up and operate equipment necessary to play a video via VCR, DVD, or laptop/LCD projector
- Replace bulbs in an overhead projector

CALENDAR SUMMARY:

While technology is a wonderful tool in the training room, it can sometimes feel a little overwhelming and let's face it, it doesn't always cooperate! This workshop focuses on the use of technology in the training room. Trainers and consultants will walk through the steps involved in setting up equipment such as DVD/VCR/TV, laptops, speakers, and projectors. You will explore PowerPoint, including tips and tricks to get the most out of your PowerPoint presentation. "This is all well and good you say, but what if things don't work?" Through a hands-on approach, you will also explore methods of troubleshooting this sometimes "uncooperative" technology. This workshop is eligible for 0 Continuing Education credit hours.

TARGET AUDIENCE:

Consultants and Trainers for The Pennsylvania Child Welfare Resource Center.

EXPECTATIONS OF THE TRAINER:

The trainer must be able to set up, operate and troubleshoot the following audiovisual equipment and software:

- Laptops
- LCD projectors
- Overhead projectors

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- Microsoft PowerPoint
- Televisions
- VCR/DVD Players

MATERIALS NEEDED:

- ✓ Desktop Computer Speakers (2) (with 2 different types of connections)
- ✓ DVD
- ✓ DVD Player
- ✓ Flipchart Stands/Pads
- ✓ Handouts
- ✓ Laptop (1)
- ✓ LCD Projector (1)
- ✓ LCD Projector USB Cable
- ✓ Markers
- ✓ Masking Tape
- ✓ Name Tents
- ✓ Overhead Projector
- ✓ Overhead Projector Bulbs
- ✓ PowerPoint Presentation
- ✓ Screen
- ✓ Television
- ✓ Training Evaluations
- ✓ VCR

LIST OF APPENDICES:

- ✓ None

LIST OF DVDS:

- ✓ None

LIST OF HANDOUTS:

- 1: Agenda (1 page)
- 2: DVD/VCR Setup (4 pages)
- 3: PowerPoint Presentation (9 pages)
- 4: Changing Bulbs (3 pages)

LIST OF POWERPOINTS:

- ✓ None

LIST OF POSTERS:

- ✓ None

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CREDIT ASSIGNED:

Continuing Education credits: 0 hours