

Trainer Preparation Checklist

Timing	Overview
30 minutes PRIOR to start of session	The purpose of the pre-event checklist is to ensure the instructor and producer are ready to begin the pre-event warmup.

Instructor	Producer
<ol style="list-style-type: none"> 1. Turn down volume on desk/cell phone 2. Decide which monitor will be your workspace monitor and your sharing monitor. 3. On your workspace monitor, open any instructor guides, Box notes with web links, outlines, or any other documents or application you need to support you during session delivery. 4. On your sharing monitor, open the websites you wish to share during the session. 5. Open the session PPT file. 6. Set the PPT to display as a window: Slide Show tab > Set up Slide Show > Browsed by an individual (window) radio button 7. Start the PPT slide show. 8. Drag PPT slideshow to sharing monitor. 9. Make sure Zoom launcher is updated. 10. Join the Meeting via the Zoom launcher: log in with SSO and click Join. <p>NOTE: If you see a message that says you have a meeting that is currently in progress, do not end the</p>	<ol style="list-style-type: none"> 1. Turn down volume on desk/cell phone 2. Make sure Zoom launcher is updated. 3. Join the Meeting via the Zoom launcher: log in with SSO and click Join. 4. Open the facilitator guide electronically / have paper copy in front of you. 5. Open the Box note containing session links (if applicable) 6. Open Zoom Troubleshooting (audio and misc items) <p>Box Note: https://psu.box.com/s/op19118xh2hc0kqhohggbgSgn5wseybe</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Whoever logs in to the meeting first will be the host, and whoever logs in second will be the co-host. • Only hosts delete/move annotations. • If the producer is deleting/moving annotations, make the producer a host and the instructor a

Training Facilitator Guide

A Gutmann



Training Facilitator Guide:

Adopting the Tune of Term: An Mental Symphony within **Training Facilitator Guide**

In some sort of consumed by screens and the ceaseless chatter of immediate interaction, the melodic elegance and emotional symphony created by the written term usually disappear into the backdrop, eclipsed by the constant noise and disruptions that permeate our lives. But, nestled within the pages of **Training Facilitator Guide** a wonderful fictional treasure full of fresh feelings, lies an immersive symphony waiting to be embraced. Crafted by a wonderful musician of language, that charming masterpiece conducts readers on a psychological journey, skillfully unraveling the hidden songs and profound affect resonating within each cautiously constructed phrase. Within the depths of the poignant analysis, we will examine the book is key harmonies, analyze their enthralling writing model, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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