

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/op19118xh2hc0kqhohggbgSqn5wseybe</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

Jicheng Xie



Training Facilitator Guide:

Decoding **Training Facilitator Guide**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Training Facilitator Guide**," a mesmerizing literary creation penned by a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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