



Course Overview

- 2 (two) How to Train Other Adult Hours
- Audience: Kentucky Credentialed Trainers

Course Description

Your presentation handout is the lasting concrete manifestation of your presentation (Speaking About Presenting). Effective handouts are more than printing the PowerPoint handout. In this session, trainers will explore best practice strategies and technologies for creating handouts that complement your session and create a powerful reference for session participants. Trainers are encouraged to bring handout examples to evaluate and help evolve into a valuable aid to your next training session.

Course Facilitator



Glenna Gamble

Training Coach – Cumberland and Eastern Mountain Region

glenna.gamble@uky.edu

Outcomes

Training Outcome

- List three ways Powerful Handouts will increase retention.
- Revise a regular handout to a Powerful Handout.
- Develop a handout from scratch using a new strategy.

Workplace Outcome

- Participants will be able to revise handouts using strategies learned in the training and create new powerful handouts for trainings.

Course at a Glance

	Lesson	Goals / Materials
1	Welcome	- Course Outcomes - Course Handout



2	The Basics	<ul style="list-style-type: none"> - Journey of Creating Training Aids - Reconsidering Training Content Development - Why Are Handouts Important
3	Creating Handouts with Added Value	<ul style="list-style-type: none"> - Types of Handouts - Check Your Knowledge: Recommend a Handout Type - Elements of Effective Handouts - Quiz: Elements of Handouts - What to Avoid - Think Spot: Thou Shalt Never - Handout Distribution - Think Spot: Delivery - Tech Tips to Create Handouts - Think Spot: Sharing Tech Tips
4	Application Activity	<ul style="list-style-type: none"> - Revise a Handout - Create a New Handout
5	Course Wrap Up	<ul style="list-style-type: none"> - ECE-TRIS Information - Course Evaluation - Certificate of Completion

Other Resources and Technology Requirements

Software (Google document, Word, etc.) to revise and create a handout.

Policies and Expectations

Special Accommodations:

Students who seek special accommodations due to a disability should contact us upon signing up for the course, or discovering the need for accommodations, and we will work to provide appropriate accommodations in a timely manner.

Credit will be entered into ECE-TRIS within 10 calendar days of successful completion of the training session.

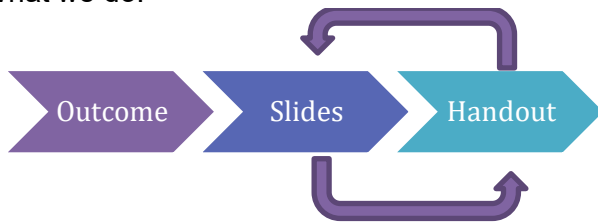
Expectations:

- Take notes and use resources in the course as you complete activities and assignments. Just make sure all work is your own. When using resources to provide answers, put the responses in your own words.
- Do not copy answers from anyone else. If identical responses are found you may be requested to redo work before being assigned credit for the course.

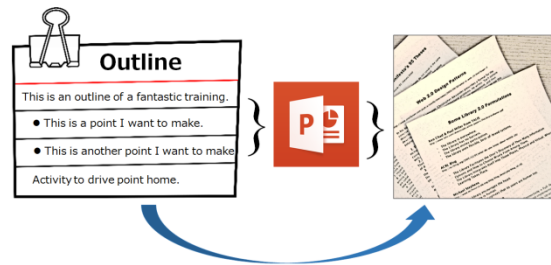
- All course content and assignments must be completed satisfactorily to receive credit for this training session. You may be asked to provide follow up information or complete assignments again to complete the training session.
- Use the information in the course to grow and increase your professional development.

The Basics

What we do:



What we should do:



Why create handouts?

When developing handouts for training it is best to think about how they might be used after the training is over.

Consider the following, can participants use the handout to:

- remember what they have learned in the training?
- extend their knowledge further by reading material not covered in the training?
- cascade learning to their colleagues?
- contact you after the training for more information?



Creating Handouts with Added Value

Type	Definition
Skeletal	
Orientation	
Reading List	
Gapped	

Primary Source	
Worksheet/Activity	
Job Aid	

	Advantages	Disadvantages
Cover Page		
One or Two Sided		
Typography		
Font Size		
Smaller Margins		

What to Avoid



Thou Shalt Never:

GOOD HANDOUTS...

1. **Have added value**
 - a. Exercise
 - b. Activity
 - c. Case study
 - d. Links
 - e. Action items
2. **Have space for notes**
You don't know what information not captured in the handout a participant will want to reminder. For some, the act of writing the information down will help with retention.
3. **Are Proofread**
Double check all spelling and grammar, and when possible, have a fresh pair of eyes give the handout an once-over.
4. **Have main points that stand out**
5. **Follow the same structure as topic**
Use thumbnails of major slide images to help draw attention to current topic in handout
6. **Include additional resources**
7. **Contain contact information**

Handout Distribution

- I. Before or After

- II. Online/paperless handouts

- III. Post training

Tech Tips to Create Handouts

PPT to RTF

Rich Text Format (RTF) is a file format used by WordPad and Microsoft Word that preserves text formatting (size, color, bold, bullet-list etc.) and allows for graphics to be inserted. The PowerPoint program has an option to "Save as RTF" an existing PowerPoint presentation.

Create a presentation in Outline view¹

On the View tab, in the Presentation Views group, click Normal.

In the pane that contains the Outline and Slides tabs, click the Outline tab.

On the Outline tab, place the pointer, and then either paste your content or begin typing text.

Online Sharing with Dropbox²

Files or folders in your Dropbox folder can be shared instantly with a Dropbox link. You can send the link to anyone over email, instant message, or text message, for instance. People who click the link will see a preview of the file or folder on the dropbox.com. They'll also have the option to download a copy of the file. If the person you share the link with already has the file or folder saved in their Dropbox, they will be taken directly to that file or folder's location³.

Online Sharing with Google Drive

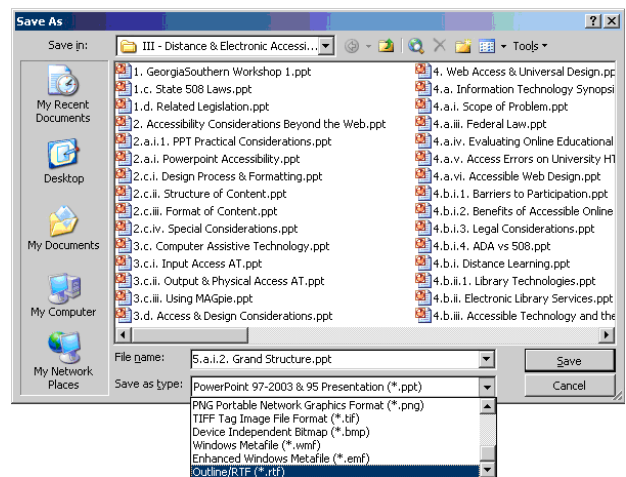
On your computer, sign into Google Drive.

Click a file or folder. ...

In the top right, click Share.

In the top right of the "Share with others" box, click Get shareable link.

Next to "Anyone with the link," click the Down arrow.



¹ From: <https://support.office.com/en-us/article/Create-and-print-a-presentation-in-Outline-view-3516310c-c9c0-4d4f-8c11-2759313477a5>

² From: <https://support.google.com/drive/answer/2494822?hl=en>

³ From: <https://www.dropbox.com/en/help/167>

Click More...

Select "On - Public on the web". ...

Click Save.

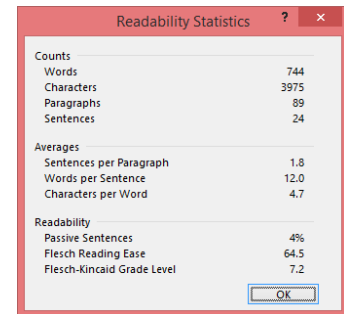
Check the reading level in Word⁴

Click the Microsoft Office Button, and then click Word Options.

Click Proofing.

Make sure Check grammar with spelling is selected.

Under When correcting grammar in Word, select the Show readability statistics check box



Readability Statistics	
Counts	
Words	744
Characters	3975
Paragraphs	89
Sentences	24
Averages	
Sentences per Paragraph	1.8
Words per Sentence	12.0
Characters per Word	4.7
Readability	
Passive Sentences	4%
Flesch Reading Ease	64.5
Flesch-Kincaid Grade Level	7.2
<input type="button" value="OK"/>	

In Word, go to Review > Spelling and Grammar. Once spelling and grammar have been changed/ignored, a window will appear with a summary. The Flesh-Kincaid readability test looks at word length and sentence length, look for the readability section. The Readers Digest has a score of 65⁵.

Reducing image size⁶

Pictures can dramatically increase the file size of your 2007 Microsoft Office system document. To save room on your hard disk drive and to reduce download times, you can reduce image resolution, apply compression with no loss of quality, and discard unwanted information, such as the cropped parts of an image. Continue reading: <https://support.office.com/en-us/article/Reduce-the-file-size-of-a-picture-5ad8ca3d-f251-4d96-a9ae-3e7ee374c91e>

Margins

- a. Narrow to fit more on a page
- b. Wide on right to allow for notes

In Word, go to Page Layout > Margins



This work is licensed under the Creative Commons Attribution-ShareAlike 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-sa/4.0/>.

***** Reminder*****

- All course content and assignments must be completed satisfactorily to receive credit for this training session. You may be asked to provide follow up information or complete assignments again to complete the training session.
- Credit will be entered into ECE-TRIS within 10 calendar days of successful completion of the training session.

⁴ From: <https://support.office.com/en-us/article/Test-your-document-s-readability-0adc0e9a-b3fb-4bde-85f4-c9e88926c6aa>

⁵ https://en.wikipedia.org/wiki/Flesch%E2%80%93Kincaid_readability_tests

⁶ Atkinson, C. (2005). Beyond bullet points: Using Microsoft PowerPoint to create presentations that inform, motivate and inspire. Redmond, WA: Microsoft Press.

⁶ From: <https://support.office.com/en-us/article/Reduce-the-file-size-of-a-picture-5ad8ca3d-f251-4d96-a9ae-3e7ee374c91e>