

## Presenter's to-do list: 1-2 hour training

Use this checklist to help prepare for the presentation.

### Differentiate

The content for this training was created to be flexible and adaptable in order to meet the needs of teachers, who have varying levels of tech fluency. Modify options as needed.

### Communicate

2 weeks prior

Prior to training, communicate with participants:

- Send training invitation email
- Optional: Send reminder email

 Adapt emails as needed. Look for the **predrafted email** document.

### Prepare

1 week prior

- Secure the space: Ensure you have access to presentation space, including sound, projection, and internet connectivity prior to training.
- Make copies of the **handouts** and **teacher takeaways**.
- Access the **Presenter's slide deck** and:
  - Customize it to suit your presentation style and district needs.
  - Fill out the About the trainer slide.
  - Add the student accounts to the highlighted sections.
  - Edit slides related to creating a team based on district permissions.
  - Check all links and videos.
  - Edit closing slide.
- Create a Teams Practice Space team and add all participants so they will have access during the training.
- If internet connectivity is unreliable, consider downloading the **Presenter's slide deck** to your device prior to training.
- Optional: Review and print the **Presentation plan** (including the **Demonstration notes**).

★ Look for the “Say this; Do this” script in the notes within the Presenter's slide deck.





**Consider**

1 week prior

- Technology access: Speak to your IT Administrator in advance of training to ensure teachers have necessary permissions to access and/or download Teams.
- Check with IT Administrator about whether teachers can create their own teams.

 How might you engage participants?  
Games? Candy?  
Unrelenting wit?

**Deliver**

2 hours prior

Arrive early to:

- Set up connection to sound and projection.
- Check connectivity.
- Arrange room.

