Training Tips and How To’s for Making a Money Smart Presentation

Hello again and welcome to the AFDICA Money Smart reference material. The following instruction guide is useful when preparing for the practicalities of teaching Money Smart. While it contains discussion of the technical aspects of AV equipment and associated matters, which may be helpful, it also contains very useful advice on how to best prepare and lead a Money Smart training session. By reviewing it and utilizing some or all of what is suggested, it will make for a more enjoyable session for instructor and students alike.

The following topics are included in this Guide;

Projectors,

Modifying Materials,

Preparation Prior to Instruction,

Tips to make Presentation Better

Feedback Loop

**Considerations for Monitors and Projectors Used in a Money Smart Presentation**

In can be expected that all form of audio/visual circumstances will exist in forums where Money Smart presentations are made. In some circumstances, large TV monitors are affixed and somewhat dictate the classroom setting as to what the students will be viewing. In this case, a laptop with your material can be used with an extended HDMI cable to attach to the monitor. This allows the instructor to be to the side of the monitor and speak from a lectern so as not to obstruct students view. A wireless mouse allows the instructor to move about the room and engage with students while still being able to advance slides.

In other circumstances there is simply a screen and the instructor must have some sort of projector. The easiest way is to come to the classroom in this circumstance is with a PC-Less projector, its remote and a flash drive containing the presentation. The presentation can be projected to a suitable screen or wall. If you go with this approach, the projector you use will probably be a PC-Less projector with XGA (1024X768) resolution and an aspect ratio of 4:3, OR a wide angle PC-Less projector with WXGA (1280x800) resolution and an aspect ratio of 16:10. Two good projectors with these specifications are:
a. Hitachi CP-X3042WN projector ($610) - XGA (1024X768) resolution and an aspect ratio of 4:3.
b. Hitachi CP-WX3042WN projector ($650) - WXGA (1280x800) and an aspect ratio of 16:10.
Note: Either one will do an excellent job with a PowerPoint slide presentation.

 Other options include:
a. Use the control device on a PC-Less projector to control the presentation rather than the remote. (also, a PC-Less option)
b. Take a laptop computer with your presentation on it. Arrange for the host organization to provide a projector and a way to present content via LAN (local area network). This will require equipment and technical assistance from the host organization.
c. Take your projector and your laptop. The presentation will be on your laptop. For this option, the wireless capability of the projector must be activated in the classroom where the presentation is made. Again, technical assistance from the host organization will be required to present content via LAN (local area network).

**Modifying and Editing FDIC Slides in a Money Smart Module**

In many circumstances the host organization will place some limits for restrictions on the amount time the instructor has to complete a presentation. In other circumstances, the instructor, through consultation with the host organization will learn of what topics are most important to the organization or students
1 While it is helpful to have some version of Microsoft Power Point it is not essential, as Google Slides is more than adequate alternative and free to use. In either case, you can learn about editing PowerPoint (or Slides) – by searching for tutorials in both, and these include both video and other practical instruction on editing presentation slides.

 2. Decide what changes are required in FDIC’s slide presentation to make the presentation more attractive or more concise.

3. Consider making FDIC’s slides less wordy. Minimize text and avoid a series of busy text-only slides. Consider the 1-5-5 Rule (this “Rule” says that each PowerPoint slide should have only one main idea, a maximum of five bullet points, and a maximum of five words per bullet point), but use this rule as a ceiling and not a standard. A few photos, diagrams, or charts may be helpful.

4. The Power Point slides should augment, not repeat, the words of the speaker. The Power Point slides are not supposed to be a permanent documentation of the topic. Consider preparing a handout containing a combination of visuals and the most important words from the speech.

5. Review the “Road Maps” included in the Instructor Guide to trim the FDIC PowerPoint presentation as required given time constraints.

6. Convert the PowerPoint files to JPEG files. Money Smart presentations are PowerPoint slides with an aspect ratio of 4:3. If you decide to use a PC-Less projector, the PowerPoint slides must be converted to JPEG files no matter which one is used. To change the PowerPoint slides to JPEG files, you take the following steps within PowerPoint:
a. Click on “File”
b. Click on “Save As”
c. Save as “JPEG File Interchange Format”
d. Click on “Every Slide” in reply to the question: Do you want to export every slide in the presentation or only the current slide?

7. If a Hitachi projector with XGA (1024x768) Resolution and 4:3 aspect ratio is used, no other reformatting of the slides will be required. One additional reformatting step is advisable if you use a wide-angle projector, such as the Hitachi CP-WX3042WN. You should reformat the aspect ratio of the Power Point slides. To change the aspect ratio, you take the following steps within PowerPoint:
a. Click on the “Design Tab”
b. Click on “Page Setup”
c. Change “Slides Sized For” to 16:10

8. Then you need to buy a Type A flash drive (the most commonly used one) with at least 64 gigabytes of storage space. Transfer your final presentation as JPEG files to the flash drive. Then plug the flash drive into the projector to see if your slide show works!

**Preparation Prior to Instruction**

1. Ensure that you can make the presentation with only your projector, the remote and a flash drive containing the final slides.

2. Practice your presentation. Before doing so, review the following aids:
a. FDIC’s “Guide to Presenting Money Smart – Money Smart for Adults Curriculum” previously referenced
b. On the FDIC Money Smart website, review the “Train-the-Trainer” video most suitable for you.

3. Make copies of the Participant Guide (1 per student)

4. Determine which other handouts you need to bring. Consider bringing the following handouts:
a. Pre-Test and Post-Test handout (1 per student)
b. Two-page course evaluation form (1 per student)

5. Ensure that a suitable screen or blank wall is available in the classroom. This calculator can be used to check on the screen size:
<https://www.projectorscreen.com/projector-screen-calculators>

6. Consider the size of the classroom, the number of students, the layout of chairs and tables, and the location of the screen.

7. Materials and equipment needed on presentation day: projector, projector cord, remote, flash drive containing the presentation, name tents, felt tip pens, pencils, pads of paper, and handouts.

**Tips to make Presentation Better**

1. Arrive early enough to thoroughly check layout of chairs, the size and location of the screen, and make sure the projector works!
2. Put your name on the blackboard if there is one.
3. Sprinkle the presentation with personal anecdotes if you can.
4. Listen to your students and paraphrase their comments to show that you have understood them.
5. Smile when you can. Show a sense of humor.
6. Involve the audience in your presentation. Solicit opinions and experiences from the audience. Include questions for the audience.
7. Reserve ample time for discussion. Don’t cram so much material into your allotted time that you have to do all the talking.
8. Don’t read your bullet points verbatim! Don’t use the Power Point presentation as a teleprompter! Don’t turn your back to the audience and stare at the slides.
9. Don’t become anchored at your projector. Take advantage of having the remote and walk around the room.
10. Prepare a dedicated handout if that would help the audience but do not make copies of your Power Point presentation.
11. Have a contingency plan for too many students, not enough chairs, students unresponsive to your questions, or a blowout of your projector bulb!

**Feedback Loop**

Reflecting on your presentation and feedback received in evaluation forms will allow to modify as needed parts of your presentation to improve its effectiveness. Consider the following questions to ask yourself
1. What other ways are there to present a Money Smart Module?

2. What were the weakest slides or segment? Can they be improved?

3. What types of training settings would be most likely be the most useful to student?

4. What other tips can you think of to make the presentation better?