



TECHNOLOGY TRAINING

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TECHNOLOGY TRAINING

- Training Tips
 - Planning
 - User Materials
 - Trouble Shooting
 - Evaluation
- Training The Trainer



TECHNOLOGY TRAINING: PLANNING

Who?

What?



Where?

When?

How?

TECHNOLOGY TRAINING: PLANNING

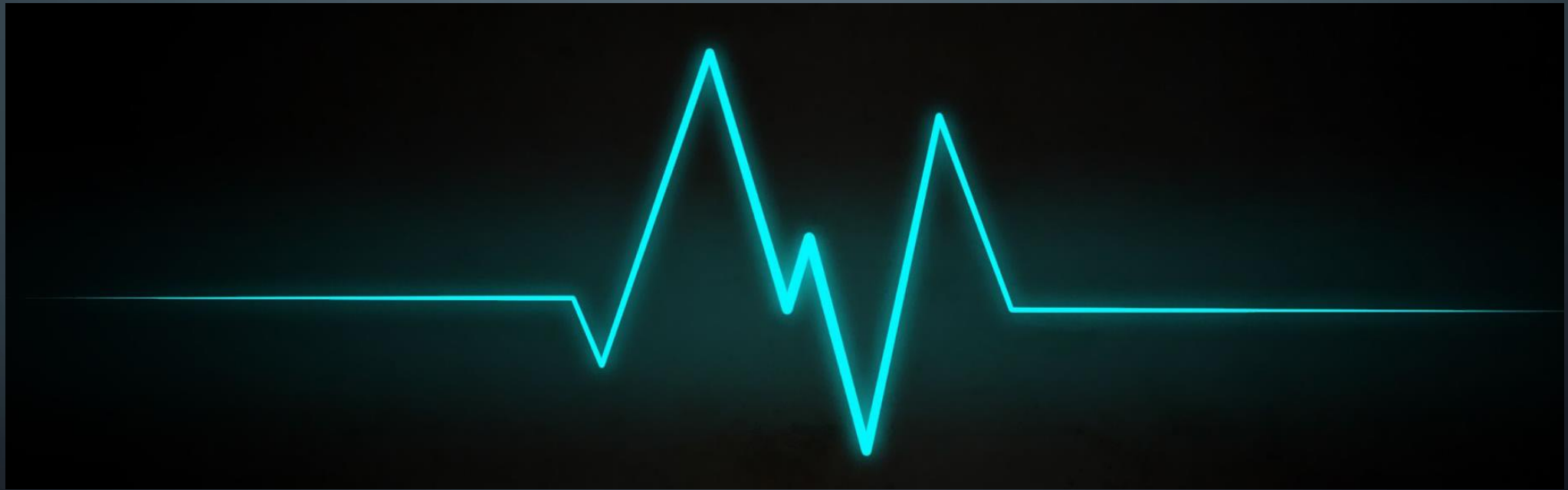
WHO? WHERE? WHEN?



Not so fast....

TECHNOLOGY TRAINING: PLANNING

WHAT? HOW?



This is the heart of your class....

TECHNOLOGY TRAINING: PLANNING

WHAT?

Title

Objectives

Description

TECHNOLOGY TRAINING: PLANNING

OBJECTIVES



Clear

Specific

Goal Oriented

Action Measurable

TECHNOLOGY TRAINING: PLANNING: **HOW?**

- Lecture
- Hands On
- Combined
- Q&A
- On-line
 - Static
 - Interactive



***Keep Your Hands
to Yourself!***

- Materials
 - PowerPoint
 - Handouts
 - Projected Computer Screen
 - Flip Charts
 - BYOD

TECHNOLOGY TRAINING: USER MATERIALS

Handouts

provide focus

bring 'back' a class

distraction



Screen Shots

very helpful

easy to create

You Don't Have to Start from Scratch

TECHNOLOGY TRAINING: USER MATERIALS

BRING
YOUR
OWN
Device



TECHNOLOGY TRAINING: USER MATERIALS

BYOD



Smartphone

56%



Tablet

35%



eReader

24%

← Pew Internet & American Life Project →

TECHNOLOGY TRAINING: TROUBLE SHOOTING

WHEN PEOPLE ARE THE PROBLEM



- Acknowledge
- Re-Direct / Re-Focus
- Look To Others
- Free Parking

TECHNOLOGY TRAINING: TROUBLE SHOOTING

WHEN TECHNOLOGY IS THE
PROBLEM



Do take a moment

Don't Ignore the Class

Be Prepared to Change

TECHNOLOGY TRAINING: EVALUATION



TRAIN THE TRAINER....



TECH TRAINING: TRAIN YOUR BRAIN



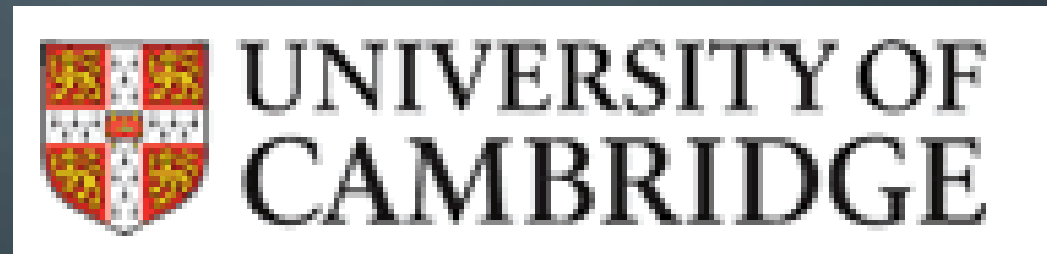
TECH TRAINING: TRAIN YOUR BRAIN

- Go To the Source
- Other Libraries
- Books
- College Web Sites
- For Dummies Cheat Sheets
- You Tube



TECH TRAINING: TRAIN YOUR BRAIN

The Tech Community Wants People to Learn Technology



TECHNOLOGY TRAINING

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LibraryCynthia on Social Media

CynKnits on Ravelry



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Slide 5: free wallpaper from <http://hdw.eweb4.com/> that I made a screen shot of and then cropped in PowerPoint.

Slide 7, 8, 9, 10, 13, 14, & 15: Microsoft ClipArt

Slide 11: Cell Phone User, Microsoft Clip Art; iPad www.apple.com; Kindle, www.amazon.com

Slide 12: St. John the Baptist Catholic School, Jordan Minnesota <http://www.stjohnsschooljordan.org/history.htm>

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