TECHNOLOGY TRAINING

CYNTHIA M LAMBERT, SCLS
CLAMBERT@SCLIBNJ.ORG / 609-924-7073, EXT. 4
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TECHNOLOGY TRAINING

• Training Tips
  • Planning
  • User Materials
  • Trouble Shooting
  • Evaluation

• Training The Trainer
TECHNOLOGY TRAINING: PLANNING

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

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

Keep Your Hands to Yourself!
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

Google education

UNIVERSITY OF CAMBRIDGE

Codecademy

lynda.com
TECHNOLOGY TRAINING

Cynthia M. Lambert
SCLS, Mary Jacobs Branch
clambert@sclibnj.org
609-924-7073, ext. 4

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