



TRAIN THE TRAINER HANDOUT

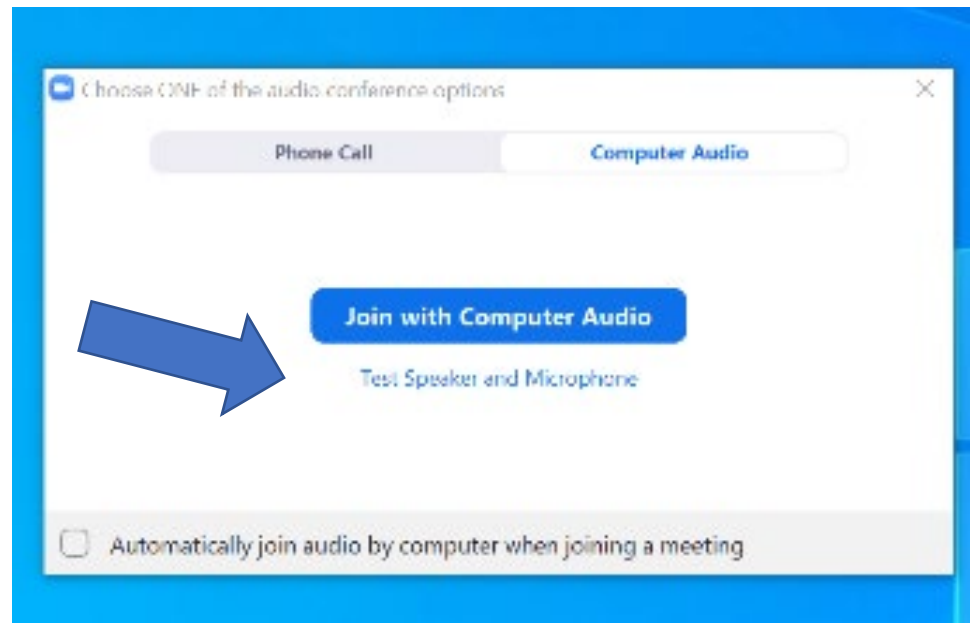
2021 Consumer Voice Conference

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Preparing Your Audio

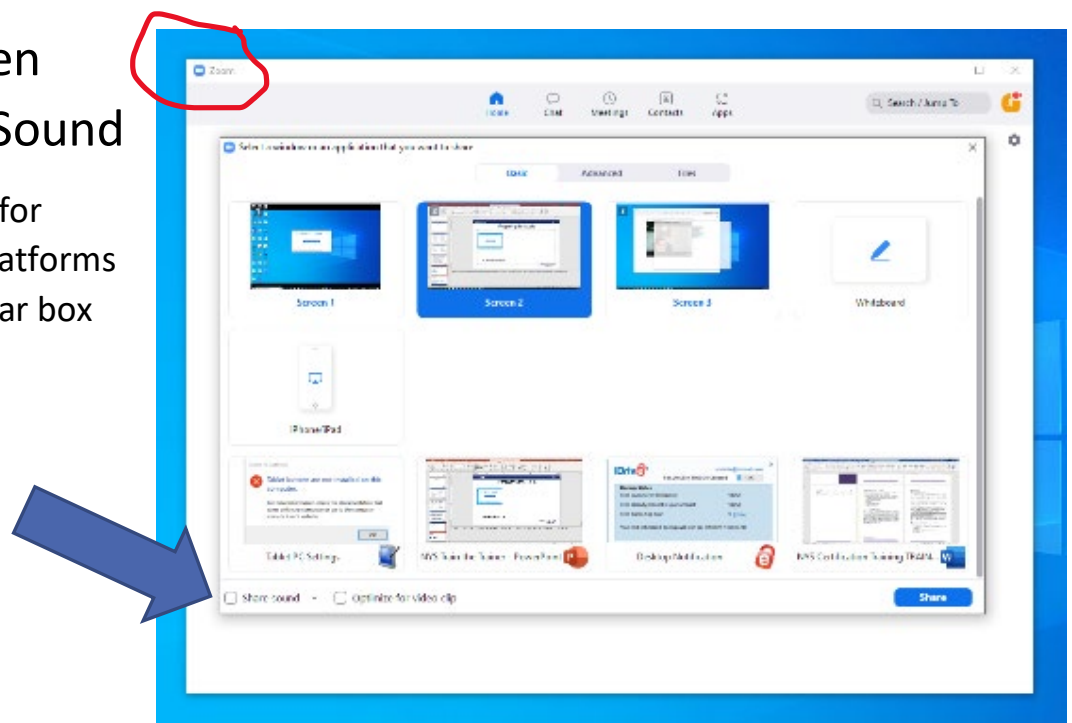
Test your speakers and microphone ahead of time. In order for the trainees to hear the videos, make sure the audio setting on the platform you are using (e.g., Zoom, WebEx, etc.) is set to “share” the audio on your computer with the participants. Test this out ahead of time.

Test speaker and microphone



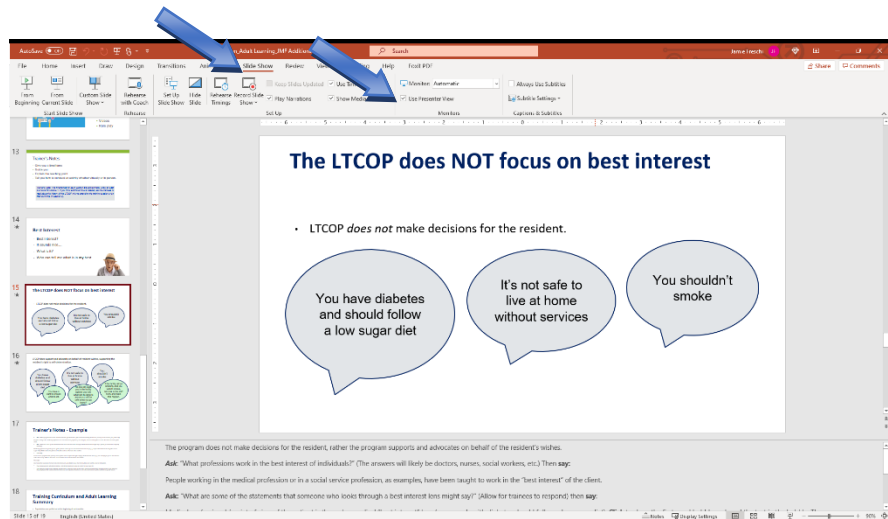
Share Screen and Share Sound

This example is for Zoom. Other platforms will have a similar box to check.



Preparing the PowerPoint

Check the settings in PowerPoint using the Slide Show tab to ensure the presenter view is on so you can see the notes section while you train, but the trainees will only see the actual slide.



This is an example of the presenter view once the slide presentation is on. The trainer's notes are displayed as well as the view for the next slide.

