

# Course Preparation Tips

---

In February 2007, MARAMA provided a Train the Train session for the modules. As part of that session, a series of tips were identified in order aid in the preparation for offering one or all the modules.

- [Setting Up](#)
- [The Presentation](#)
  - [Who is the audience?](#)
  - [What is the objective of the presentation?](#)
  - [The Module\(s\)](#)
  - [What topic is going to be covered?](#)
  - [Do only a few modules in a day.](#)
- [The Presenters](#)
  - [MARAMA Staff Presentation Availability](#)
  - [Think About](#)
  - [Will other trainers or experts be on hand during the presentation?](#)
  - [Customize the Presentation](#)
  - [Presenter Preparation](#)
  - [Review Instructor Manual Overview](#)
- [Ready for the Presentation](#)
  - [The Set Up](#)
  - [Presenting Modules](#)
- [Next Steps](#)

---

## Setting Up

- Know your audience & objectives
- Select module(s)
- Choose subject matter experts/trainers
- Mini train-the-trainer session

## The Presentation

It is important to clearly state your training objectives. Each module has objectives stated, but you may modify them as needed to suit your audience and purpose.

## Who is the audience?

- Level of knowledge (basic, experienced)
- Interest in subject (general, specific)

## What is the objective of the presentation?

- Basic information
- Job preparation
- Public outreach

## The Module(s)

Once you know who and why, you need to identify what. Choose the topic(s) to be covered. Although there are eight (8) modules it may be best to limit to presenting a few per day. For the Train-the-Trainer session we did 2+4+2 over 3 days interspersed with additional material and discussion.

## What topic is going to be covered?

- Select the appropriate module

## Do only a few modules in a day.

- More information than can be easily processed in one day
- Long term retention is approximately 10%

## The Presenters

Once you have the who, why, and what, you need to identify who is going to present. There are several things to consider when selecting the presenter. It is not just the knowledge, but also knowing how to present the knowledge that is important. Subject matter experts and trainers are not necessarily the same. In an ideal world, the subject matter expert is an excellent presenter. Unfortunately, this is not generally the case. In many instances there may be a presenter with knowledge on the topic, but not an expert. It is then good to have some experts in the audience to assist.

## MARAMA Staff Presentation Availability

- Module 1 – Air Pollution Impacts - McDill, Stephenson, Wierman, Lutrey
- Module 2 – Major Air Pollutants - McDill, Stephenson, Wierman, Lutrey
- Module 3 – Meteorology & Transport - Wierman, Stephenson
- Module 4 – Measurements - Stack & Ambient McDill
- Module 5 – Emissions - McDill, Wierman
- Module 6 – Communicating Air Quality - Stephenson, Lutrey, Wierman, McDill
- Module 7 – Solutions - McDill
- Module 8 – Overview - McDill, Wierman, Stephenson, Lutrey

## Think About

- Subject matter experts & trainers
- Identify trainer strengths and limitations
- Consider presenting experience and technical background
- Choose someone who can present with confidence and appropriate knowledge

## Will other trainers or experts be on hand during the presentation?

- Provide additional information
- Answer more technical or programmatic questions
- Encourage participation
- Consider MARAMA staff presentation

## Customize the Presentation

- Modules are designed with more slides than required to facilitate customization based on the goals.
- Consider adding a field trip
- Add examples, current events or story, state specific data

## Presenter Preparation

- Once the who, what, why, and presenter are worked out, it is now time to customize the presentation.
- To help with the customization, review the Instructor Manual Overview and any additional learning documents.
- If possible set up a train-the-trainer session for in-house, which helps develop a pool of staff who are available to present.
- Utilizing the tools on the course website can and is very beneficial for all trainers.
- The Instructor Manual Overview provides additional information for the instructor

## Review Instructor Manual Overview

- Setting the stage
- Instructor preparation
- Review additional learning documents
- Hold or participate in a train-the-trainer session with other presenters
- Review the material & practice

## Ready for the Presentation

When you are ready to present here are some last minute tips.

### The Set Up:

- Consider space and equipment needs

### Presenting Modules:

- Provide time for discussion
- Consider planting questions
- Don't be afraid to say you don't know

## Next Steps

Now that you have all the information, the next step is to make use of this tool.

- Allow staff a full day to review material & prepare for the first time. It is a good starting point.
- The more you use it the easier it will be.
- Identify audience & event coordinator
- Download the information from the website or contact MARAMA

We would like to hear how this tool is being used. Please let us know and send us a copy of your presentation.