HELP SHEET

SGC PowerPoint for Trainers

The SGC PowerPoint for Trainers has been developed for EDOT Safeguarding trainers to use for in-person and online SGC trainings. It replaces the old Praesidium DVD video and materials. The PowerPoint will be your resource for facilitating the training, policy review, and group discussion.

Step 1: Download the PP from the Trainers Corner. Note: The PP will automatically download when you click on the link. Check your downloads folder or the bottom left hand corner of your browser window to open the presentation.

Step 2: Review the PP. To change the view of the presentation use the View feature found along the top of the tool bar. This will allow you to view the Outline View and Notes View. The PP contains facilitator notes for your convenience.

Step 3: Ready for Training. Use the Slide Show view for presenting. You will find the quick link for this at the bottom right hand corner of the PP. Scroll your curser along the small icons along the bottom and click Slide Show and From the Beginning.

Step 4: The PP will now be ready for you to share online via zoom or in-person on a projector or tv. Use your mouse or hit enter to progress through the slides.

As always, if you have questions feel free to contact the <u>Safeguarding Office</u> for assistance.

