

### **How to Use this Module:**

The component elements can all be found on the module-specific page of the Geriatric Education Center of Greater Philadelphia website.

*Pretest*, a brief test of True/False and multiple choice items. You should have sufficient copies for the presenter and participants. An instructor version with correct answers is supplied and test-scoring instructions appear with the test. Have participants put an identifier (such as their mother's maiden name) which only they will recognize. You can use this identifier to match pre- and post-tests.

Your *presentation materials* may include:

- *A PowerPoint Presentation with speaker's notes.* The Powerpoint file can be used for projection, for participant handouts, and to create an instructor's handout. Please see the instructions in the generic module files section of the module page to learn how to create each file.
- *A video.* Look through the PowerPoint file to find the appropriate place to play the video during the presentation. Modules 1, 3, 4, 5, 7, and 8 have videos to accompany their PowerPoint Presentations.
- *Supplemental materials.* Some modules may have extra handouts for participants.

**Note:** If there is more content than you can teach in the time available, consult with your staff development educator to select ahead of time what will be covered. All objectives and test item materials should be covered.

*Post-test* which contains the same questions as the pre-test, but in a different order. Have participants use the same identifier as on the participant pre-test so that you can match pre- and post-scores.

*Program Evaluation form* for completion by participants.



### ***Before Your Presentation:***

Because face-to-face contact time with staff is so limited, prior preparation is essential!

- Review all materials, paying special attention to the objectives, key concepts, and test items.
- PRACTICE presenting the content using the PowerPoint presentation with the instructor notes. We suggest that you practice the presentation two ways:
  - a) straight through to make sure your presentation is consistent with the available time, and
  - b) pausing to practice when you feel dissatisfied with your delivery of content.
- Make sure you have sufficient copies of tests and handouts.
- **Suggestion:** Put the instructor notes in a binder to facilitate the presentation.

### ***At the Time of Your Presentation:***

- After introductions, distribute the participant pre-test. Have participants put an identification code (like their mother's maiden name) on the test so that you can match pre- and post-test scores, then collect the completed tests.
- Make presentation using the PowerPoint file and having a printout of the instructor's notes.
- Follow the instructions in the instructor's notes when showing the video if there is one to accompany the module you are presenting.
- Have participants complete the post-test using the same identification code.
- Have participants complete the participant evaluation form.

### ***After Your Presentation:***

- The Geriatric Education Center of Greater Philadelphia would greatly appreciate any feedback.

