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Sustainable Human Resource Development in logistics services for ASEAN Member States

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**Sustainable Human Resource Development in logistics services
for ASEAN Member States**

“Instructors’ Workshop on Training Fundamentals”

Arnoma Hotel, Bangkok (Thailand)

01st November, 2014 (Saturday)

by Thomas SIM (Singapore)

Chairman – AFFA WGET



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Module 4 : Teaching & Learning Resources



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- **Introduction**
- **Module Objectives**
- **How do TLRs Contribute to learning ?**
- **General Points of Consideration when using Teaching & Learning Resources**
- **The Use of Specific TLRs**
- **Preparation of Facilities & Training Aids**
- **Reflecting on this Module**



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Introduction

Teaching & Learning Resources (TLRs)

- *refers to any stimulus material that the teacher uses in order to promote effective learning...*
 - **newspaper cuttings**
 - **multimedia CD-ROM**
 - **any other resources**





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Introduction

Teaching & Learning Resources (TLRs)

- **black/whiteboards/flipcharts**
- **overhead projection/transparencies**
- **supporting notes – ‘handouts’**
- **videos**
- **computer-based multimedia packages**





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Module Objectives

In completing this Module, you should be able to :

- **compare & contrast the range of teaching & learning resources (TLRs)**
- **select appropriate TLRs specific to the content and venue of your training...**
- **use a range of TLRs to enhance your training and to facilitate your trainees' understandings...**



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How do TLRs contribute to learning ?

- use of TLRs can enhance the learning process in a number of inter-related ways, by :
 - engaging learners' attention & interests
 - re-inforcing key aspects of the subject matter *(people learn better if they can see as well as hear...)*





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How do TLRs contribute to learning ?

- use of TLRs can enhance the learning process in a number of inter-related ways, by :
 - acting as a focal point for learner response *e.g. Q & As*
 - adding variety to instructional methods
 - providing organized pre-packaged content knowledge...





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General Points of Considerations (using TLRs)

- *different types of TLRs have specific considerations in their use...*
- **identify what you want to achieve ?**
(e.g. emphasis, generate question, show a process, key point summary...,etc.)
- **do NOT overuse TLRs...**
 - *overuse will confuse rather than promote learning...*
 - *too much on 1-type will soon lose its ability to gain attention...!*



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General Points of Considerations (using TLRs)

- *different types of TLRs have specific considerations in their use...*
- **check that they actually work in advance**
(esp. for TLRs that involve the use of technology, such as OHP, Laptops, Projectors, Slides, Multi-medias, etc.)
- **be conscious of your own positioning & body movement when teaching & training !**
 - *do NOT obstruct the views of participants to any visuals you are presenting...!*



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Questions ?

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The Use of specific TLRs...

Black/Whiteboards/Flipcharts

“Chalk & Talk”....

Whiteboard or flipcharts are more common today than blackboards...these are still effective TLRs...

- writing should be big & clear;
- writing should be the “*running hand*”, as it is easier to read than only capitals...
- be conscious of your position relative to the board/chart...



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The Use of specific TLRs...

Overhead Projection Transparencies (OHT)

- *one of the most commonly used TLRs, easy to prepare*

- contents should fit the screen-size of the OHT in use...
- font-size should be clearly visible
(20 pts or more...)
- page should not be cluttered

(try to keep a max. of 7 sentences per transparency or 50 words – if manual is given)

- should be a clear linkage or “sign-posting” of items on the page...



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The Use of specific TLRs...

Overhead Projection Transparencies (OHT)

- *one of the most commonly used TLRs, easy to prepare*
 - if variety of font & colors used, it should be consistent & not overused
 - best colors – black, red, blue...
 - the projector should NOT be kept 'ON' without a transparency
 - do NOT block the projection with your body or hand...
 - do not change transparencies too fast..!
- (ensure that students have time to read/copy)*



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The Use of specific TLRs...

Overhead Projection - 'Visualizers'/Imagers

- technologically advanced projection device

- able to project image from hard copy
- write-ups
- color-projection possible
- saves time in preparation
- able to write & draw on projection
- instantaneously...



Epson ELPDC05 High Resolution Document Imager



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The Use of specific TLRs...

Overhead Projection - 'Visualizers'/Imagers

Imager





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The Use of specific TLRs...

PC/Laptop Tablets (wireless)

- ***innovative and ultra-portable
Tablets technology getting popular
today... e.g. Fujitsu Stylistic ST5000***
- **using touch-screen technology
on laptops and/or PDAs**
- **projection onto LCD Projectors...**
- **physical writing & drawing can be
projected directly onto screens...**





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Tablets

As the undisputed leader in the pen computing market, Fujitsu offers the industry's widest selection of pen-enabled products to meet your exact requirements.

 [buy online](#)

Tablet PC Edition





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Apple iPad



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iPad Keyboard Dock



Thin 0.5" & Light 1.5lbs



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Connectivity



Performance



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Mails



Numbers



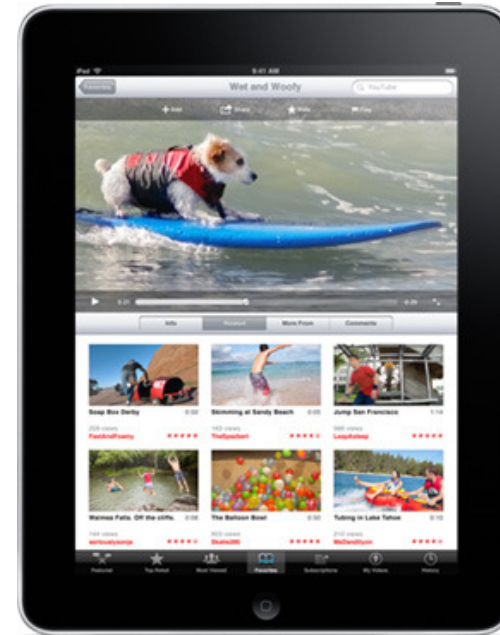
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Videos



YouTube



iPod



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App Stores

iBooks



iTunes



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Maps



Notes



Contacts



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Keynote



Pages

iWork



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Supporting Notes - Handouts

- **an effective means of consolidating & developing learning, providing learners to read them for :**
 - **it provide comprehensive account of the main learning content for a particular session/topic**
 - **they can reinforce & emphasize key points...**
 - **a means of revision & a guide for further learning**
 - **enable teaching time to be employed more effectively by reducing the amount of notes to be taken, and the teacher can focus more on the key concepts, principals & models involved in the topic**



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Considerations for preparing 'user friendly' Handouts or Learning Materials

A/ When Planning

- **plan the overall structure of the materials first...**
- **plan in such a way that they do not overlap with other materials in the course...**
- **ensure that the format is reader-friendly, organized & consistent !**





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Considerations for preparing 'user-friendly' Handouts or Learning Materials

A/ When Planning

- provide examples to explain the materials
- ensure ALL the objectives that you have identified have been covered...
- plan all topics at the same time so that each flows into or connects the next...





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Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

B/ When Designing

**Design the Learning Materials in such a way that
students can get what they want or need from them**

**Since people learn in many different ways, it is good
to provide a variety of access devices such as :**

- **Contents Page**
- **Visual Sign Posts**
- **Advanced Organizers**
- **Objectives**





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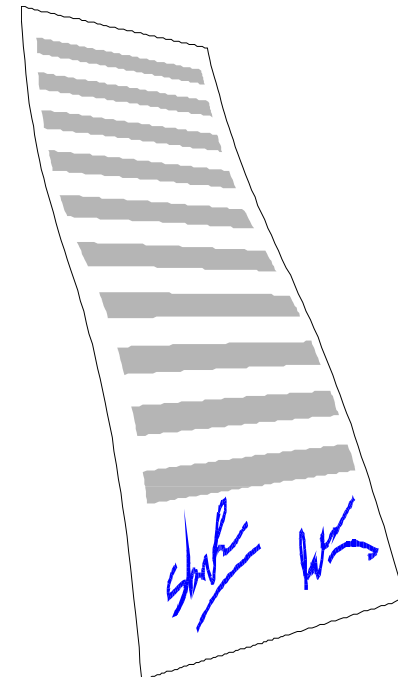


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Considerations for preparing 'user-friendly' Handouts or Learning Materials

B/ When Designing

- **An Introduction or Overview**
- **Headings**
- **Explanatory titles**
- **Mind Maps, Concept Maps & Flow Diagrams**
- **Marginal Notes**
- **Summaries**
- **Glossary**





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Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

C/ When Writing

- **Use simple & Informal style**
- **Define technical or unfamiliar words used, in the glossary**
- **Avoid clichés, such as**
“at this point in time”
- **Write in active voice**
- **Keep sentences and para short...**
- **Try to vary words & phraseology**





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Considerations for preparing 'user-friendly' Handouts or Learning Materials

C/ When Writing (*Text Formatting Guide*)

- 1-column layout is generally used, although a 2-column design could be used to advantage...
- Text is more easily read if it is LEFT aligned than justified. (*research shows that it is easier for the eyes to follow the flow of words...*)
- Most suitable font-sizes for reading are point sizes 10 to 12. (*particular typefaces are easier to read at different point sizes...*)



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Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

C/ When Writing (*Text Formatting Guide*)

- Research shows that serif fonts like “Times New Roman” are ‘more readable’ than sans serif fonts, such as “Aerial”, unless the space between the lines (leading) is appropriately adjusted... “Aerial” requires greater leading than “Times”





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Considerations for preparing 'user-friendly' Handouts or Learning Materials

C/ When Writing (*Text Formatting Guide*)

- You may wish to follow typing-convention when using a LEFT-aligned format :
1-space after each word & comma,
2-space after a stop & colon
- Use **BOLDFACE** or *ITALICS* for emphasis, but do NOT overuse or double emphasize (*e.g. emboldening & underlining*)



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Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

C/ When Writing (*Text Formatting Guide*)

- **Use BULLETS instead of numbers for list, except when the procedure must be performed in a specific order...**
- **Place diagrams & charts as close to the related text as possible...**
- **Positioning diagrams on the left with text on the right is easier for the brain to read**



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Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

C/ When Writing (*Text Formatting Guide*)

- **Headers & Footers can be used effectively to give helpful information without distracting the reader...**
- **Footnotes are not recommended – this often distract the reader rather than help *(materials considered relevant should be given as an Appendix)***
- **Provide references if relevant...**



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Considerations for preparing 'user-friendly' Handouts or Learning Materials

C/ When Writing *(making them interactive)*

- **Skeletal Notes** – this could encourage students to make notes as they listen to a lecture in a way that suits them best...
- **Omitting Key Words or Sentence** – This will help to maintain attention, since the listener will want to pick up those words or sentences...
- **In-text questions** – this will help to make students think & work while listening to a lecture...



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Questions ?

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The Use of specific TLRs...

Videos/VCDs/DVDs/Mpegs/Movies

- can be useful TLRs in that they provide opportunity to bring into the classroom a wide variety of learning experiences that would otherwise be inaccessible..:
- things that are Far Away
- too small
- too BIG
- too dangerous
- needs simulations





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The Use of specific TLRs...

Videos/VCDs/Mpegs/Movies

- **However, while a video segment can provide a wide range of interesting input to a teaching & learning situation, learners have frequent contacts with videos & attention spans could be limited if the VDO you use are NOT of sufficient quality !**

**THOMAS SIM
Presents...**



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Videos/VCDs/Mpegs/Movies

**When using VDOs, the following strategies
can enhance learning :**

- **STOP the VDO after a specific sequence**
- **ASK questions**
- **provide learners with an Overview of what they will be watching & some key questions that need to be answered in advance of watching it...**
- **apart from commercial VDOs, you may find it useful to make your own VDO segments that specifically relate to areas of your subject contents, *such as machinery parts, engine, ship, equipments, etc.***



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Multimedia

The Use of specific TLRs...

Technology - *has made it possible to combine text & graphics capability of the PC with high-quality sound & VDO...*

**This combination of different media under
The control of the PC has opened new
avenues in teaching & learning !**

Multimedia Packages - *can be of various types,
starting from a simple presentation package
containing electronic slides in place of OHT to
Animated & voice-overs ones !*



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The Use of specific TLRs...

Multimedia + Virtual DMS – e-learning

**These packages can also be made interactive
& designed to cater for continuous assessment**

***Student performances can be automatically
recorded & delivered to the lecturer if used
through a virtual network system !***

**...such Packages can be used as tutorial lessons
which students can use without feeling shy
about making mistakes & also while working
at their own pace...!**



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Using DMS to Support Learning

Document Management System (DMS)

“AFFA Resource”

<http://abvt.cyberlog-tech.com>

Username : AFFA participants

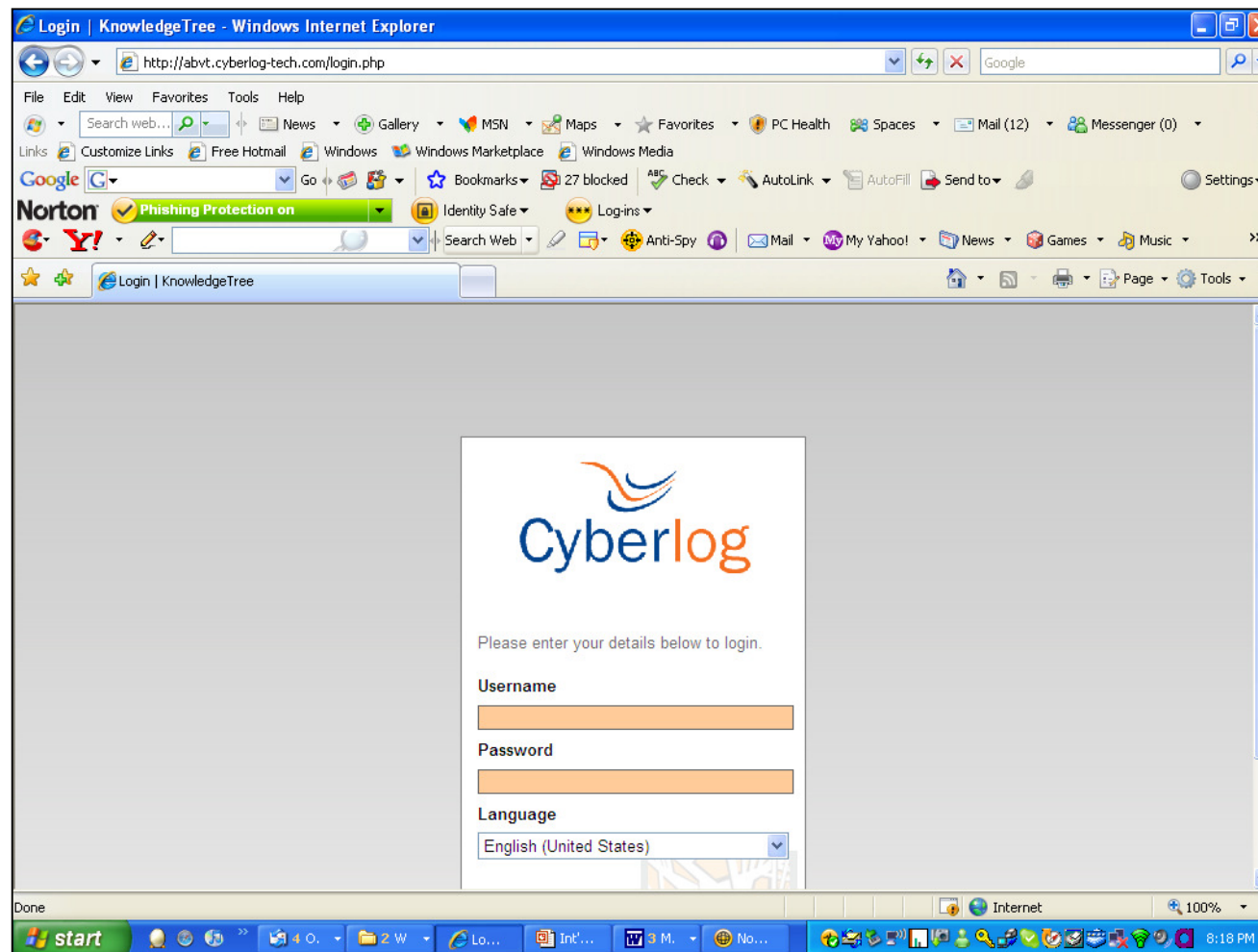
Password : 123456



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Windows Internet Explorer browser window displaying the ABVT Resource (Thomas SIM) page. The address bar shows <http://abvt.cyberlog-tech.com/browse.php>.

The page header includes the ABVT Resource (Thomas SIM) logo and the Cyberlog logo. Navigation links include Dashboard, Browse Documents, ACTA Trainer Class, Preferences, and Logout.

The main content area shows a list of documents under the heading "Browse Documents". The table below lists the documents:

	Title	Created	Last Modified	Creator	Workflow State
<input type="checkbox"/>	ACTA Trainer			Thomas SIM	

1 items, 20 per page

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The browser window also shows the Norton Phishing Protection bar and the Windows taskbar at the bottom.



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Browse — ACTA Trainer | KnowledgeTree - Windows Internet Explorer

http://abvt.cyberlog-tech.com/browse.php?FolderId=7

File Edit View Favorites Tools Help

Search web... News Gallery MSN Maps Favorites PC Health Spaces Mail (12) Messenger (0)

Links Customize Links Free Hotmail Windows Windows Marketplace Windows Media

Google Go 27 blocked Check AutoLink AutoFill Send to Settings

Norton Phishing Protection on Identity Safe Log-ins

Search Web Anti-Spy Mail My Yahoo! News Games Music

Browse — ACTA Trainer | KnowledgeTree

ABVT Resource (Thomas SIM) Cyberlog

Dashboard Browse Documents ACTA Trainer Class - Preferences - Logout

you are here: [browse](#) » [folders](#) » [acta trainer](#)

Folder Actions

[Folder transactions](#)

Search

[How do I search?](#)

[Advanced Search](#)

Browse Documents

	Title	Created	Last Modified	Creator	Workflow State
	ICC INCOTERMS (3Mb)	2008-08-18 20:06	2008-08-18 20:06	Thomas SIM	—

1 items, 20 per page

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start 4 O... 2 W... Bro... Int'... W 3 M... No... Internet 100% 8:16 PM



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The Use of specific TLRs...

Multimedia

Some suggested multimedia programs are :

- **MS PowerPoint**
- **Authorware Attain**
- **Toolbook**
- **Designers' Edge**

THE END

- *A ppt. consists of a series of slides containing **Text, Drawings, ClipArt, Photographs and/or Charts...***
- *Sound can be incorporated, **provided the system has a sound card & speakers...***
- *Simple animated transitions can be built-in...*



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The Use of specific TLRs...

Multimedia

Delivery can be executed in a variety of ways :

- **Show the ppt. on a computer**
- **Project the ppt. on a screen through projector**
- **Automate the ppt. and burn to a CD**
- **Convert the ppt. (*if required - 35mm or OHT slides*)**
- **pdf. & upload entire ppt., training notes to DMS**
(*if required and available...*)
- **printout ppt. handouts**
(*if required*)





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**ENSURE
TRAINING RESOURCES,
FACILITIES & ENVIRONMENT
ARE APPROPRIATE & SAFE**



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Pre-course Administration Checklist

- ✓ **Confirmation of course schedule**
- ✓ **Confirmation of course participants/attendance sheets**
- ✓ **Allocation of training rooms, LCD projectors, CD/video players, TV, laser pointer, Audio systems (speakers), cables, sockets/adapters, OHP, batteries, props for demos, etc.**
- ✓ **Allocation of computer facilities, laptops & internet access**
- ✓ **Preparation of Facilitators Guide, Participant's Workbook, handouts, reference materials, etc.
(include any amendments)**



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Pre-course Administration Checklist

- ✓ **Preparation of Welcome letter**
- ✓ **Update course general instruction** (*registration, parking, location map, dress code, use of Internet, training programme*)
- ✓ **Whiteboard w/black, blue & red markers Flipcharts and different color markers**
- ✓ **Preparation of learning materials including handouts Case studies etc.**



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Pre-course Administration Checklist

- ✓ **Preparation of online forum and distribution of facilitators' email address, etc.**
- ✓ **Preparation of reception, lunch/refreshments (if included)**
- ✓ **Check participant's pre-entry appraisal (where applicable), participants' datas/backgrounds**





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Pre-course Administration Checklist

**Workplace
Safety &
Health
Procedures**



POTENTIAL HAZARDS		
ELECTRICAL	FIRE	MECHANICAL

- ✓ Are the locations of emergency exits clearly marked ?
- ✓ Are there signs indicating the evacuation routes ?
- ✓ Are there adequate fire extinguisher provided ?
- ✓ Have the fire extinguishers been checked ?



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Preparation of Facilities & Training Aids

- ***Important that preparations are made BEFORE Every session to ensure that the class runs smoothly_***
- ***Prepare the Classroom or Study Area & the training aids (such as audio-visual equip you will need for conducting your course/ workshop)***





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Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

- we would like to work in ideal conditions,
with state-of-the-art facilities !**





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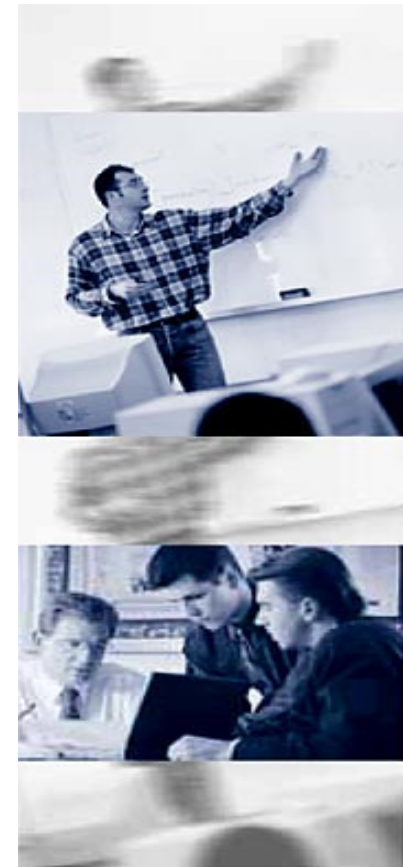
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Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

- **Country-Level Seminars & Workshops** – *arrive a day earlier to check/confirm the Venue & Facilities*

(facilities at national training centres or local hotels have improved over the years...however, there have been times when the skills as trainers have been severely tested !)





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Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

- **day-to-day basis Training Programmes –**
often conducted in classrooms which tax
the patience of the trainer & the trainees...!
- **You will likely to be faced with these**
kinds of challenges everyday !
- **the Classroom may not be set-up in**
the way you want - wrong equipments, not
enough space to divide the trainees into groups, etc. !



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Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

**The MORE Time & Efforts you
put into **Planning, Checking &
Follow-up** with the help of a
Checklists, the less room for
unforeseen problems
to crop-up !**





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Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

(Setting-Up the Classroom)

**When there is opportunity to arrange the furniture
& equipment, the setting-up of the room will depend
on your PRIORITIES & TEACHING METHODS...**

You may want the trainees :

- to focus on the projected visuals or demos ?**
- to focus their attention on YOU while you speak ?**
- to work at their own pace ?**



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Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements (Setting-Up the Classroom-Workspace)

**Basic Principles & Ideas to help you
Plan & Organize Your own Classroom**

Work Space :

- **provide adequate space
for the trainees to work...**
*(overcrowding makes teaching
& learning very difficult...!)*





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Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

(Setting-Up the Classroom - Workspace)

**Basic Principles & Ideas to help you
Plan & Organize Your own Classroom**

Work Space :

- **do NOT make them feel pressed together & restricted whether in Classroom, Study Room or learning station...**
- **enhance the learning environment for your trainees & make your own job easier...!**



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Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

**Ensure Clear & Good Viewing of Projected
Materials for ALL Trainees :**

- **place the screen as high as possible for
“*line-of-sight*” viewing from the back of
the room**
- **remember that some trainees will have to
look over the heads or shoulders of others
to see the bottom of the screen...!**



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Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Ensure Clear & Good Viewing of Projected Materials for ALL Trainees :

- **be sure the screen is of sufficient width**
- **for viewing of projected materials such as slides, movies, etc. the standard ratio of screen width to distance from the projector is a ratio of 1:6 (*1m of screen width for every 6m length of the room. A 9m long room requires a min 1.5m screen*).**



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Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Ensure Clear & Good Viewing of Projected Materials for ALL Trainees :

- **the measurement assumes the placing of the projector at the very back of the room**
- **also common to mount the projector on the ceiling/above – desirable in any case...!**
- **ideally, the projector should be no further forward than the last row of trainees...**



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Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Ensure Clear & Good Viewing of Projected Materials for ALL Trainees :

- **try to place the screen so it is not under a light source (*esp. a fluorescent light !*), as it will tend to ‘wash-out’ the screen image**
- **test the lightings in the classroom BEFORE the Class to see how much you can leave on when projecting...(you have much better control if there is enough ambient lighting to enable you to maintain eye contact...!)**



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Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Projector Setting-up Considerations :

- **be sure you can fill the whole screen**
- **do NOT put the Projector where it may block someone's view**
- **place it so that the light has a clear path to the screen**

(so as to avoid trainees' shadows being cast upon on the screen)





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Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Projector Setting-Up Considerations :

- set the screen high enough for everyone to have a clear view, tilted if necessary, so that the plane of the screen is perpendicular to the centre line of the beam of light
(this avoid the trapezoidal distortion of the image known as “keystone effect”)
- **Noise** – place the projector so that the trainees will hear as little as possible of the projector operation...





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Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Distractions Consideration :

- **check for any inherent distractions...**
- **be sure that there are curtains or blinds for the windows to keep out excess lights & outside views/distractions...**
- **check for unnecessary Noise within your control...**



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Questions ?

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Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Layout Consideration :

- **depend on :**
 - **shape of room**
 - **size of room**
 - **obstructions (pillars, etc.)**
 - **inherent fixed lightings & projections**

**Goal – to give trainees the maximum working
surface & good viewing angle for
presentations !**



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**ENSURE SEATING
ARRANGEMENT IS SUITABLE
FOR LEARNERS' NEEDS, NATURE
AND TYPE OF LEARNING
ACTIVITIES AND
INSTRUCTIONAL METHODS**



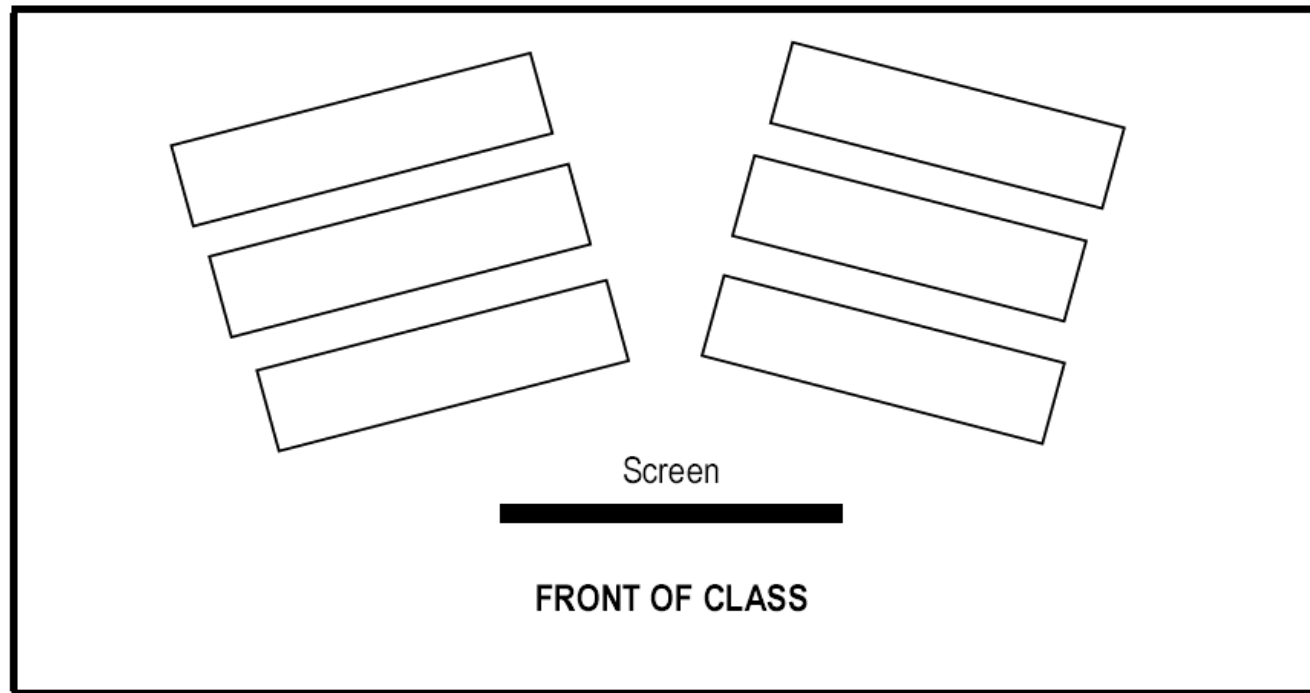
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Preparation of Facilities & Training Aids

HERRINGBONE



Recommended Use: Lecture, video, presentation & demonstration

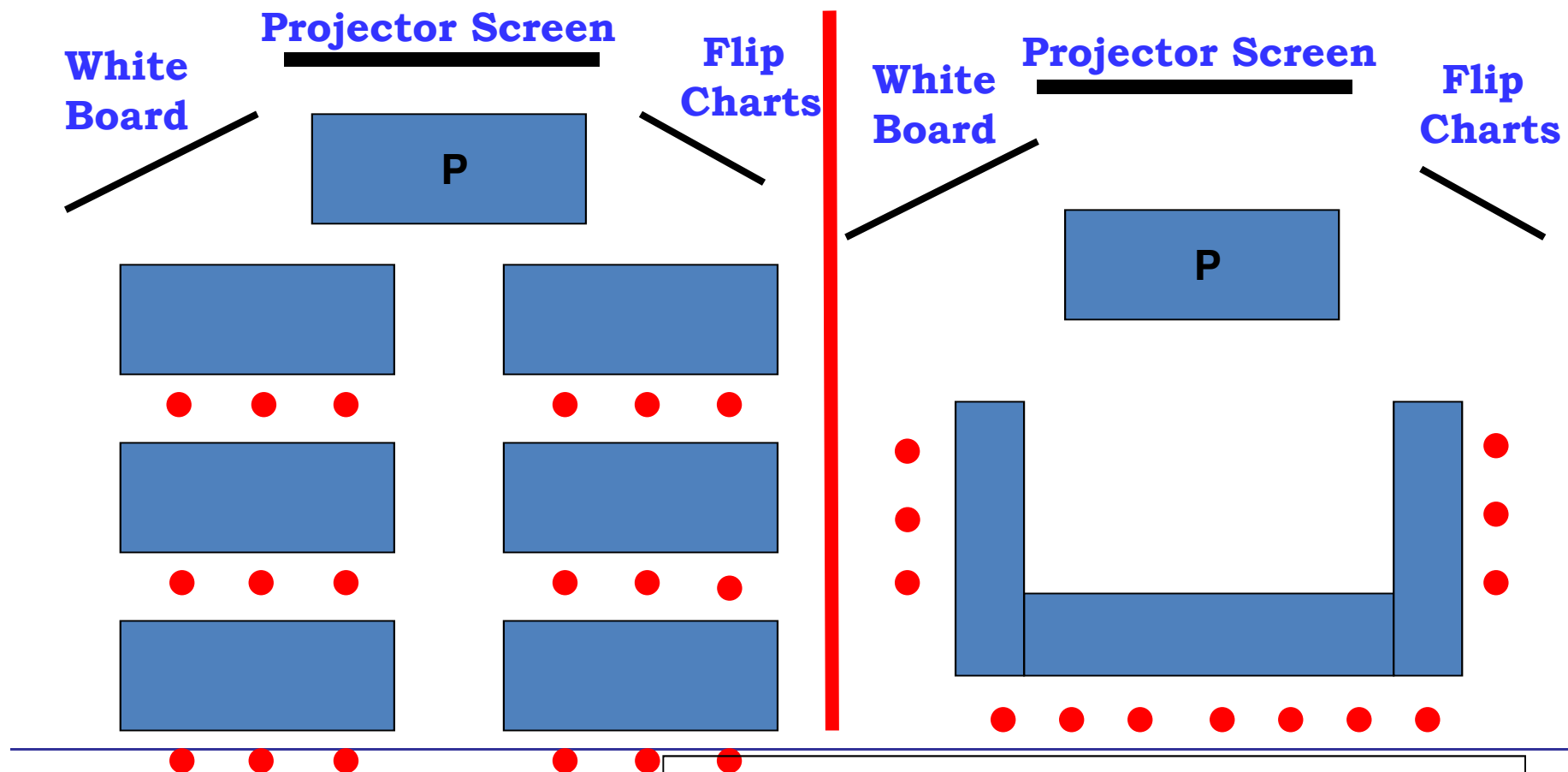


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Pedagogy & Andragogy (TOT)

2 Typical Classroom Layouts

79



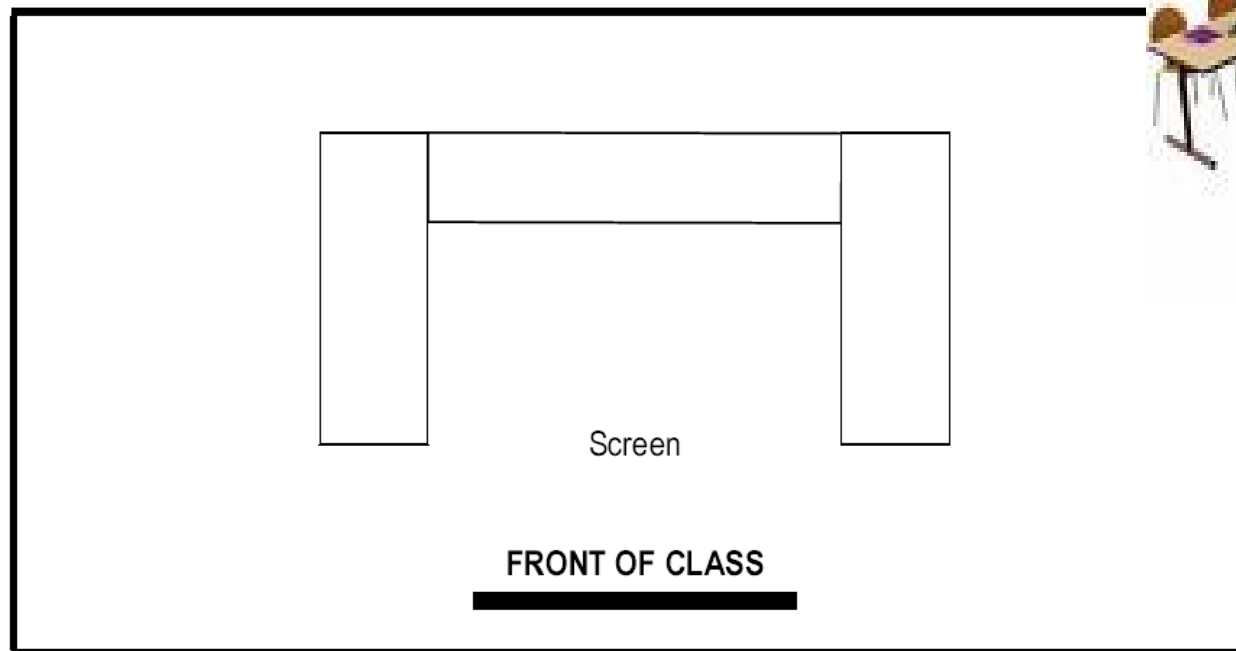
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U - SHAPE



Recommended Use: Lecture, video, presentation, demonstration, debate & case discussion

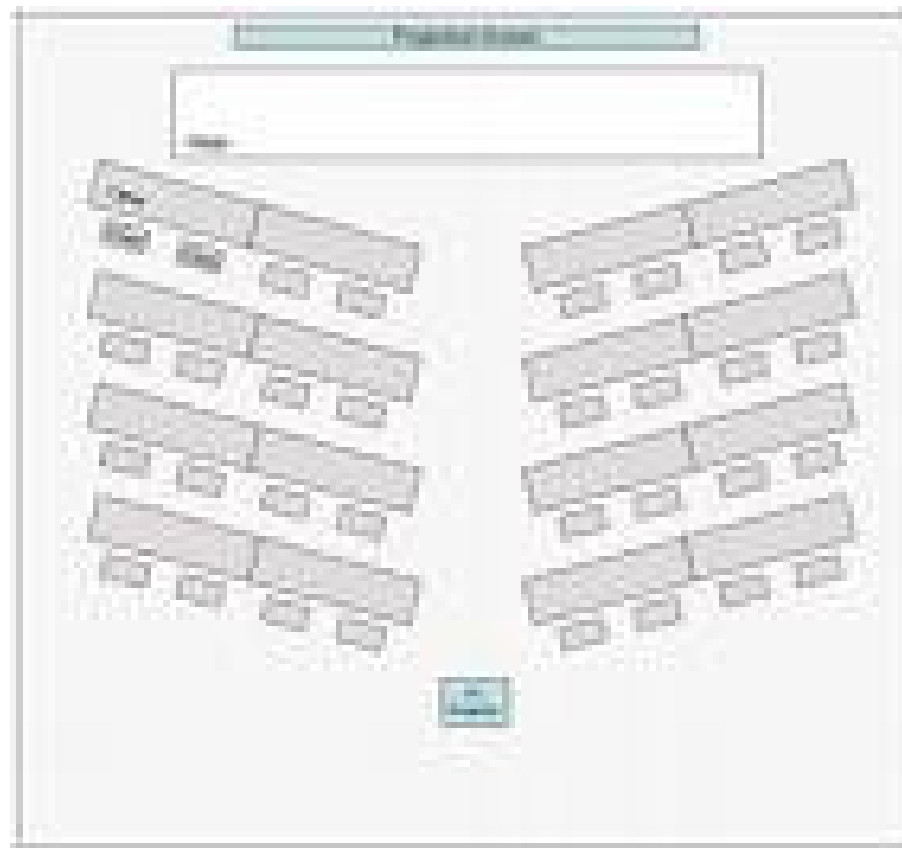


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Preparation of Facilities & Training Aids

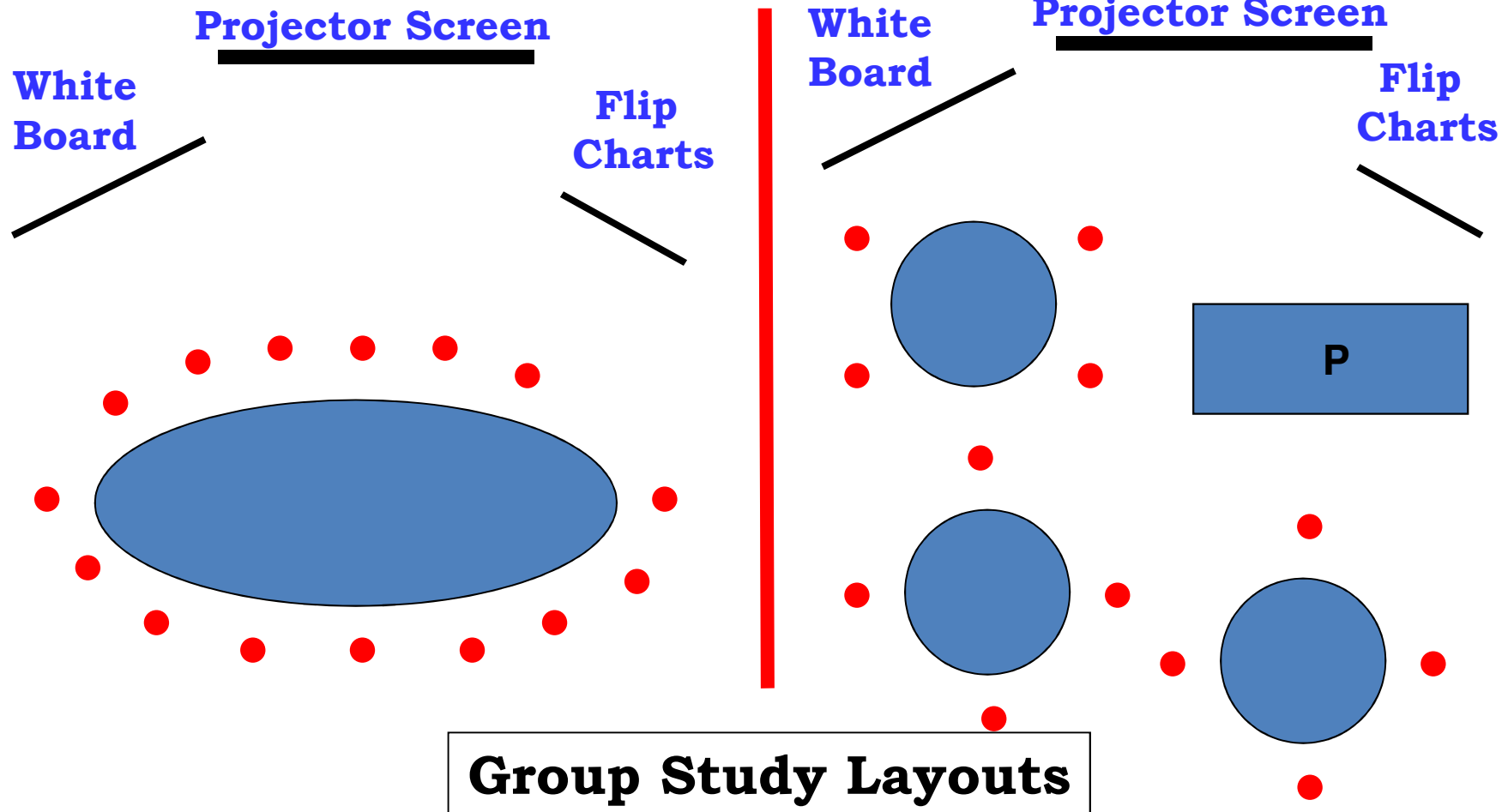




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Preparation of Facilities & Training Aids



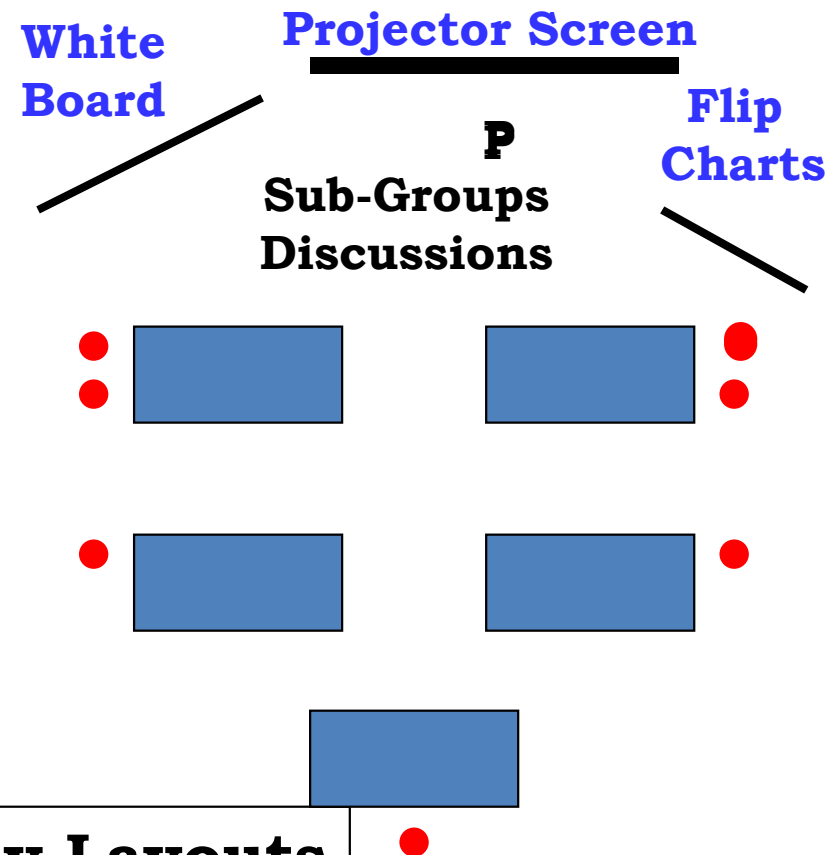
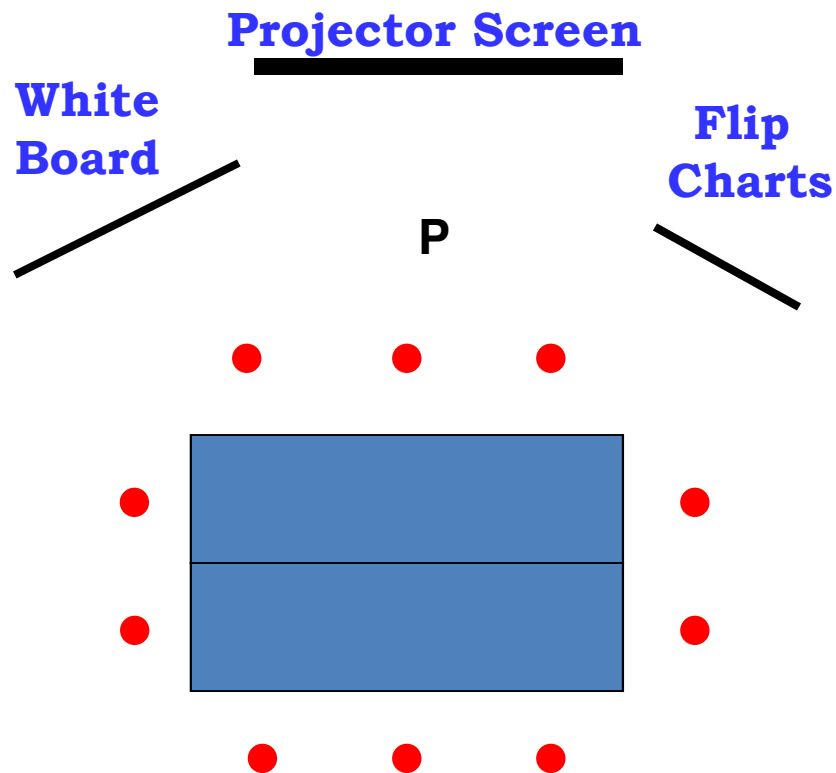


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Preparation of Facilities & Training Aids



Group Study Layouts



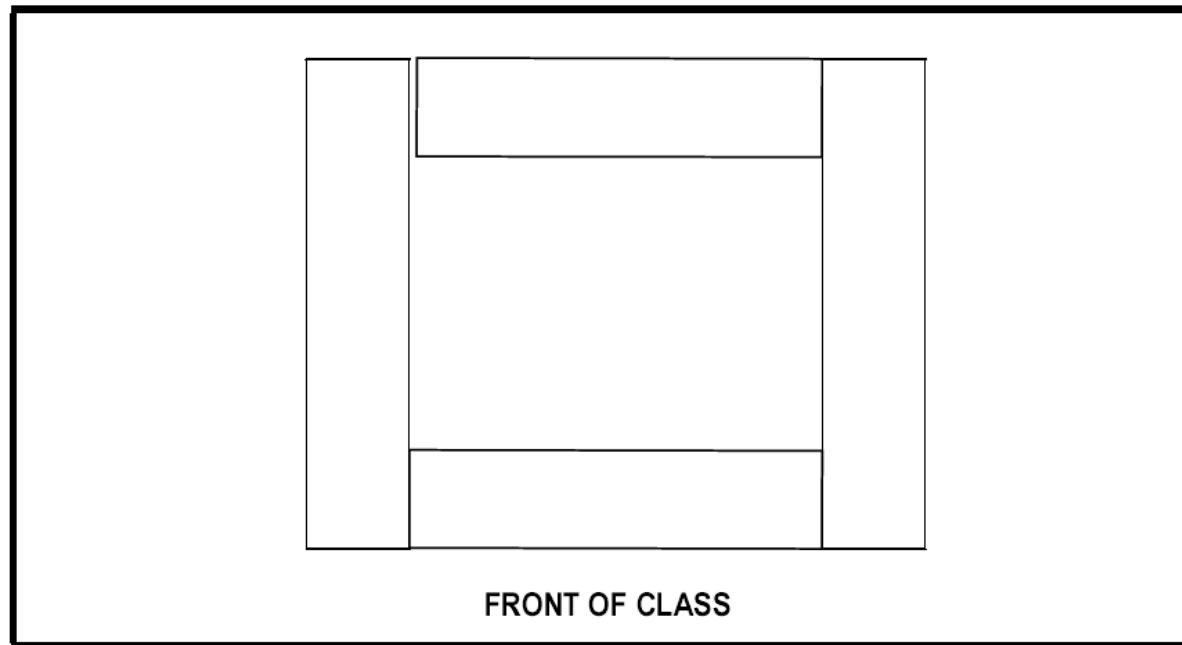
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Preparation of Facilities & Training Aids

HOLLOW SQUARE



Recommended Use: Group work, debate, demonstration, games,
competition

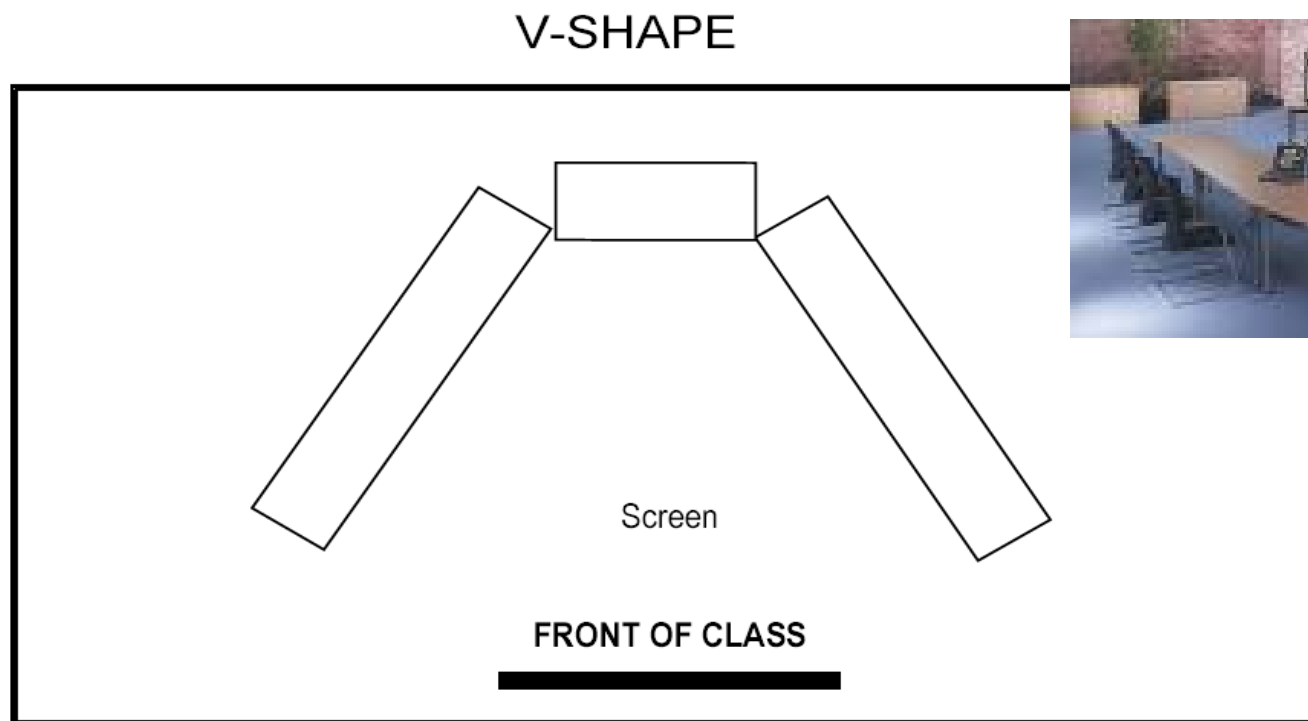


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Preparation of Facilities & Training Aids



Recommended Use: Lecture, video, presentation, demonstration, debate,
role play, case discussion, games & competition



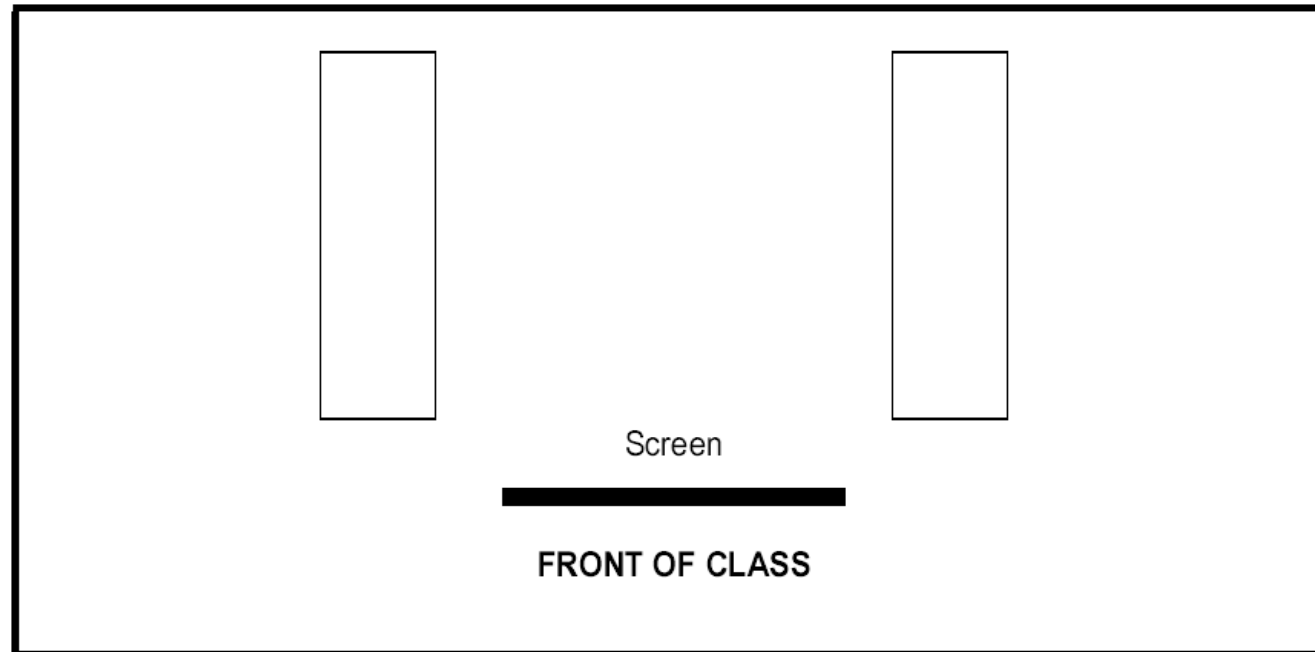
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Preparation of Facilities & Training Aids

PERPENDICULAR



Recommended Use: Debate, role play, demonstration, games



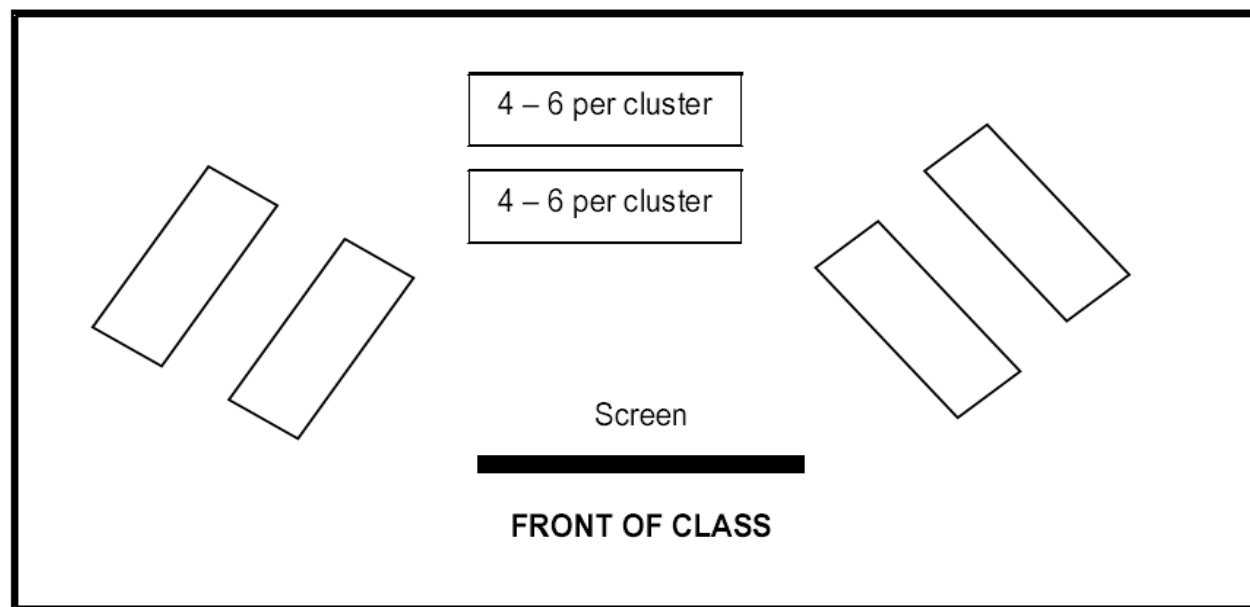
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Preparation of Facilities & Training Aids

CLUSTER



Recommended Use: Lecture, video, presentation, demonstration, games,
competition & group work



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Preparation of Facilities & Training Aids

Group Study & Meeting Layouts

- **when a class is to be split into sub-groups for discussion, this arrangement can be useful...**
- **Instructor can move about between groups & can easily get all trainees' attention for demos, discussions or AV presentations...**





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Preparation of Facilities & Training Aids





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Preparation of Facilities & Training Aids

Group Study & Meeting Layouts





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Group Study & Meeting Layouts



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Preparation of Facilities & Training Aids

Case Study Layouts (Group Work)

- Useful for sharing common sources
- Use for Group Dynamics





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Preparation of Facilities & Training Aids

Case Study Layouts (Group Work)





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Preparation of Facilities & Training Aids

Auditorium Layouts





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Preparation of Facilities & Training Aids

Laboratory Layouts





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Preparation of Facilities & Training Aids

Laboratory Layouts

- **laboratory work usually involves individual work by trainees (or work in-pairs)**
- **role of the Instructor is mainly a Supervisory one...**
- **it is often useful to be able to address the whole class, and to present visual aids...**



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Preparation of Facilities & Training Aids

Laboratory Layouts





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Preparation of Facilities & Training Aids

Laboratory Layouts





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Preparation of Facilities & Training Aids

Laboratory Layouts





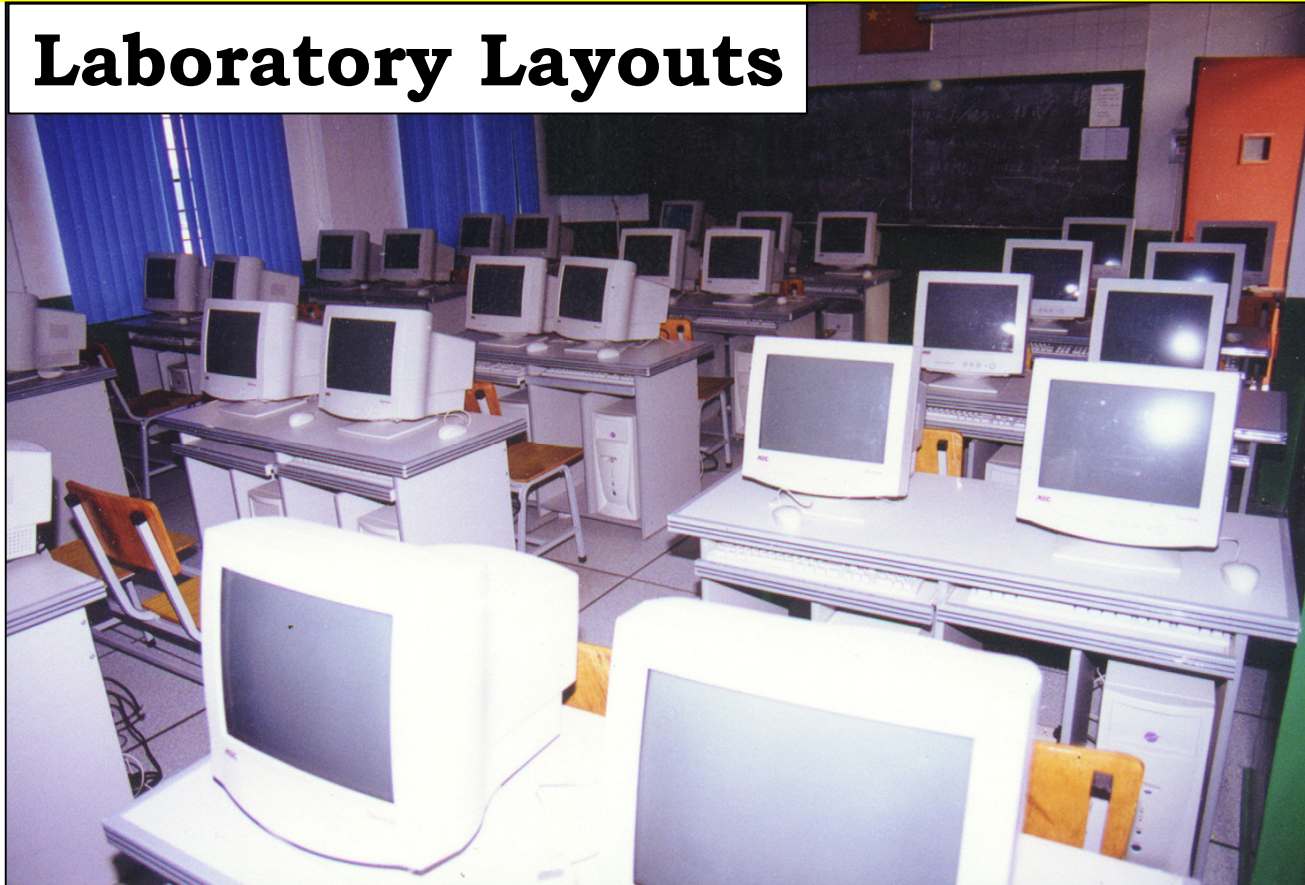
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Preparation of Facilities & Training Aids

Laboratory Layouts





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Laboratory Layouts





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Laboratory Layouts





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Preparation of Facilities & Training Aids

Individualized Instructions Layouts





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Preparation of Facilities & Training Aids

Individualized Instructions Layouts

- **each trainee works on his/her own**
- **the Instructor supervises & helps individual trainees with the problems, distributes the required study materials & administers tests**
- **trainee works in individual cubicles or carrels which provides a working surface, possibly a screen and the required AVs**
- **modern I.T. enables control via a server station on the Instructor's screen...**



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Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

(Various Classroom Layouts)

**In cases where there are NO
established facilities for self-paced
instructions, you may have to improvise,
using parts of the Classroom,
Study Rooms
or whatever may be available...**



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Preparation of Facilities & Training Aids

- **Nothing beats Preparation !**
- **Prepare both teaching aids and classroom before hand...**
 - **Prepare more than you think you will need**
 - **Ask obvious questions :**
 - **Is there a whiteboard/flipchart ?**
 - **What plug sockets do you use ?**
 - **Have you paid the electricity bill !**
 - **Always have a back-up plan or a 'box of tricks' to pull out when there's a awkward moment...**



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WHAT IS CONTINGENCY PLANNING?





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WHY IS CONTINGENCY PLANNING IMPORTANT?



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DEVELOP A CONTINGENCY PLAN



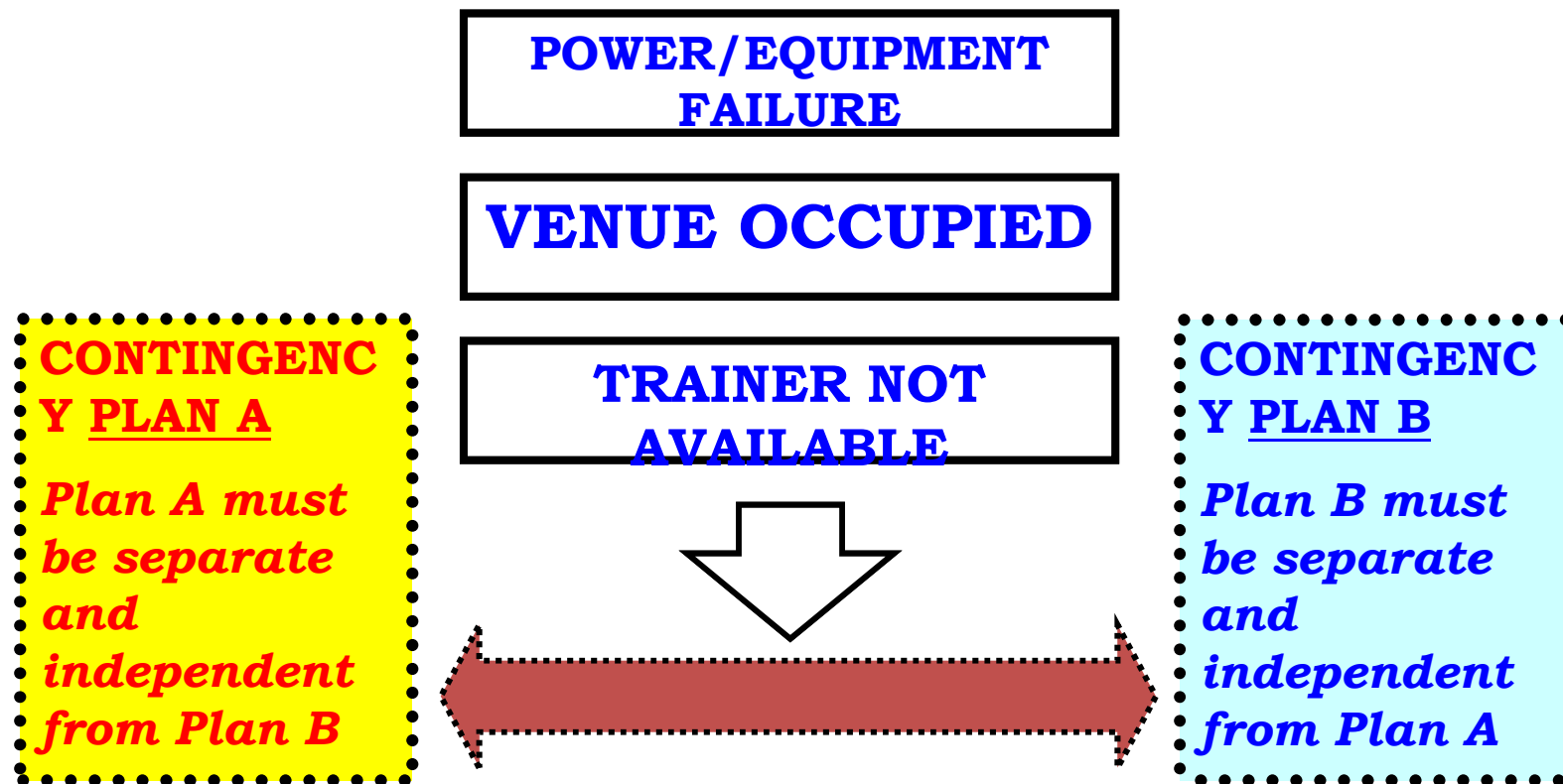


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NOTE: The TOP three failures during a training session





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Reflecting on this Module 4

- **AV materials can be a great help in conducting instructions**
- **Good AV equip & Materials, with a proper room set-up, can make the instructor's job much easier...**



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Reflecting on this Module 4

- **in practice, conditions often fall short of the ideal** (*AV equip may be poorly maintained, needs cleaning, or bulbs burn-out during ppt., trainees work under Individualized Instructions sometimes “jam” slides or forget how to reload projectors or audio players...*)



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Reflecting on this Module 4

**You must be prepared for those
& other *'emergencies'* &
Maintain your appearance
of **CONFIDENCE & CONTROL !****





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THE END



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