

# Training Roadies Secrets

## Tips for Newbies

For those trainers/presenters who train off-site or on a client's site, it is extremely important to have a back up plan. It seems that Murphy's Law applies; "What can go wrong, will." For those who deal with a lot of technology, you are especially vulnerable.

Realtors like to say the important thing is "Location, Location, Location." In the "on-the-road" training world the important thing is "Back up, Back up, Back up." Here are some tips to ensure that you have the necessary back up plans for your presentations or training sessions.

### 1. **Arrive early**

If at all possible; check out your venue prior to the training day. If that's not possible, arrive at least an hour prior to your event to test the equipment, set up, and get the feel of the room.

### 2. **Overhead Projection**

If you have planned for overhead projection, **always**, have a back up plan for your presentation. Make sure that you can speak to your handouts. The number one technical problem that trainers have is with the projection.

If the technical problems have not been solved within 15 minutes of your designated start time, move on. Take a deep breath, get your game-face on, briefly apologize for the technical difficulties, and start the presentation/training with confidence. The participants came for your session, not to watch a technical person trouble-shoot a projector. Let the technical person continue to work while you start your session but don't let it become a distraction. If it does become a distraction, dismiss the technical person until a break in the session.

### 3. **Electronic Files**

If electronic files are a big part of your session. You don't want to risk not having those files. You need to have more than one copy of those files with you. Pick at least two of these methods for file access once you arrive at your venue.

- a. Copied to your laptop hard drive
- b. USB memory stick
- c. CD Rom
- d. Emailed to your contact at the venue prior to your event
- e. Emailed to an internet email account such as Yahoo or GMail
- f. Placed on a file sharing internet site such as filemail.com, 4shared.com, box.net or freewebspace.net

- g. Floppy Disk- Even though it is an old method, a lot of computers in labs and classrooms still have floppy drives.

#### 4. **Hardcopy handouts or manuals**

Here are a few suggestions to make sure that you have the necessary hardcopy materials.

- a. If you are shipping to the venue, make sure that they get shipped in time **and** shipped to a specific contact person who will be responsible for the materials until you get there.
- b. **Always** have an extra paper copy with you so that you can make copies for the beginning session if the materials are late.
- c. Know where the nearest Kinkos (or other printing facility) is.
- d. If possible, keep an electronic copy of the materials (see storage options above) so that you can print more if necessary.

#### 5. **Laptop supplies**

If you use a docking station at your office for your laptop, it's bound to happen... You will forget your power cord. Buy an extra one and keep it in your laptop travel bag. The same goes with all of the other things that you plug into your laptop – have an extra, preferably in a travel size.

#### 6. **Extras**

Here are a few other things that I keep in my training travel bag at all times.

- a. Batteries – for pointers, portable mouse, and anything else that might fail in the middle of training.
- b. Markers – even though they **say** you'll have them, you very rarely do.
- c. Masking Tape – something always needs to go on the wall.
- d. Pointer – the retractable, manual kind; no batteries needed.
- e. Blank paper – for making notes or signs or just collecting participant information.
- f. Sticky Notes – see blank paper.
- g. Small first aid kit – You never know!

I know that you can never prepare for **every** emergency, but you certainly will have fewer emergencies if you are prepared for the most common ones. Good luck and happy training!

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