

Implementation Toolkit PowerPoint Presentations: A Navigation Guide

The PowerPoint Presentations included in the Implementation Toolkit are meant to be aids that are clear and informative. They are extremely helpful to presenting information to entire groups so that everyone is on the same page. This handout provides a guide to navigating the PowerPoint Presentations, including an explanation of some terms and features used. The facilitator may be very experienced or not experience at all. They should use these points as they see fit.

- The **title page** of each slide will provide an overview of the general purpose of the presentation, as well as more specific details on the key message or intended audience of the presentation, if applicable.
- Slides discussing **key activities** that have been outlined in the *Planning Guide* for Critical Resource Advisory Group (CRAG) members include a section number that refers to it's place in the *Planning Guide* (for example, the key activity "Critical Resource Vulnerability Analysis" is discussed in Section 2). This reference is in the Speaker's Notes. This will assist the facilitator of each meeting by allowing him or her to follow the *Planning Guide* and use it for reference.
- The Speaker's Notes also contain a line denoting the slide as either **Information** or **Discussion**. This will help the facilitator run a meeting more smoothly. "Information" slides provide background information, contextual information, or general information about the planning process that is important to know. The "Discussion" slides are more specific to the intended audience and were created to foster discussion within the group during meetings and to help focus that discussion since time is always short. The Discussion slides typically include some questions to consider or helpful hints that the facilitator can use
- Some slides are **templates**, meaning that they are intended to be filled in with relevant information based on the audience (for example, the Convener/Implementation Team Preliminary Presentation includes template slides for the listing of CRAG members once they have been selected by the Implementation Team). Additionally, every presentation has template space on the title page and final slide for listing relevant individuals and their contact information.
- Instructions for the facilitator to review before a meeting are included under **Special Instructions**. These are intended to give the facilitator an overview of key information and some tips for how to get the best result.

