INTE6930 ECHO COLORADO INTERNSHIP FIELD EXPERIENCE REPORT

Presented by:
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University of Colorado

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TO ECHO IS TO LEARN, TO SHARE, TO ENGAGE AND TO CONNECT.

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Project/Internship Title
ECHO Colorado Instructional Design Internship

Supervisor
Michael Kazanjian, PhD, MA

Internship Description
The goal of ECHO is to help solve local real world medical and public health issues in under served communities. They do this by using distance meeting and interaction technology to facilitate educational interventions and coaching. Using this technology, none of the attendees, nor the ECHO representatives, need be in the same location.

Each 60 minute ECHO session is hosted by an ECHO staff on-line facilitator and includes a presentation by a subject matter expert (SME). The presentation addresses a very specific topic relevant to the enrolled health care professional target population. The presentation represents approximately 25% of the session time and becomes the basis for small breakout session, and then large group discussions.

Each ECHO session presentation is limited to 15 minutes. The presentation format is PowerPoint with a live narrative from a subject matter expert in a remote location. The location is never the same week to week and is the choice of the presenting subject matter expert.

The Challenge
There is significant inconsistency in the quality, time duration and effectiveness of presentations by ECHO SMEs. These inconsistencies are due to:

1. Many (most) SMEs do a poor job of developing an effective PowerPoint presentation
2. The level of online public speaking experience and comfort level differs greatly from one SME to another
3. An almost autonomous ECHO presentation development process

The Goal
Create a process from which a consistently high quality ECHO presentation is developed by all participating SMEs.

Objectives
1. Design and develop a structured and ECHO-branded PowerPoint format that incorporates documented best practices* of how to use PowerPoint. The outcome being better support and guidance in the development process to create a greater consistency in the look, feel and presentation focus.
2. Provide each ECHO SME development tools via a best practices guidelines to online public speaking. These guidelines offer a more uniform structure in the development and preparation of each ECHO session.
3. Provide expectations and guidance to each SME early in the development process as well as individual feedback during a presentation review prior to a live ECHO session.

Process
Using an ADDIE approach, we assessed each of the challenge components to determine where the most significant deficits existed, what parts of the ECHO process could be reasonably affected within the internship timeline, what solutions to each challenge we could develop, and what implementation would look like and how it would work. Although we were aware the deployment of our solutions would occur outside of our timeline we worked with our ECHO sponsor to develop metrics for evaluation.

Our regular work process was to communicate electronically and by phone several times each week and to participate in a 1-2 hour weekly video conference call using Zoom, with Michael Kazanjian, our supervisor. Group meetings were necessary several times during the process for more comprehensive discussions and production purposes.

Shown at left: A screenshot of a weekly meeting using Zoom.

Challenges and Solutions

CHALLENGE ONE

Poor PowerPoint Development by SMEs

Analysis of past presentations showed a consistent theme with two common problems in poor PowerPoint presentation development. The errant theme was the use of PowerPoint as a presentation script which presenters read instead of speaking to their audience. This made presentations seem "stiff" and if a presenter lost their place, it caused breaks in the flow of material, making the presenter feel uncomfortable.

PowerPoint presentation best practices from Harvard, TED Talks, and CEO of Sachi & Sachi Worldwide quickly identified PowerPoint slides as high level descriptors and/or reminders of major points to be addressed by the presenter, rather than to convey detailed information. ECHO presentations had two significant common development errors:

- ECHO presenters were creating too many slides for the allotted time. This caused regular time overruns taking away from other parts of the ECHO session.

- Slides were too crowded with content using font sized too small for the audience to read easily or quickly. This lead to participants reading the slides instead of listening to the presenter.

Additionally there was inconsistent formatting and no branding tie-in to identify ECHO as the ongoing educational project they represented.

CHALLENGE ONE SOLUTIONS

1. ECHO Presenters PowerPoint Slide Template

A **PowerPoint template** was created to aid presenters, as well as to create a consistent branded "look and feel" for all ECHO presentations. All presenters are now required to use the template for development of their ECHO presentations. The template look-and-feel is in line with ECHO brand standards, and manages their layout, amount of content allowed per screen and the font and image sizes.

The template matches the Presenters PowerPoint Reference Guide, which is shown in the appendix.
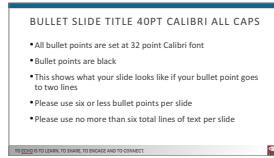
2. ECHO Presenters PowerPoint Reference Guide

An **ECHO Presenters PowerPoint Reference Guide** deliverable was created to walk presenters through what is expected of them when using the PowerPoint template to develop their presentation. This guide is delivered by the ECHO team via email as a pdf. It will eventually reside with other presentation materials on the ECHO website now under upgrade and revision. Eventually it will be send as link to the website and able to be accessed and downloaded when and as needed by presenters, 24/7/365

The ECHO Presenters PowerPoint Reference Guide shows the layouts available, specifies recommended content length, font sizes for headers and content, and instructions for using bullet points. It also provides instructions on how

to incorporate images, charts and graphs, how to use quotes on slides and the create a closing screen that allows the presenter an opportunity to add their own company logo and contact information.

The full version of the Presenters PowerPoint Reference Guide is included in the appendix.

Shown above: Samples from the PowerPoint Template and PowerPoint Template Reference Guide.

3. Alpha Test

An alpha-test of this new template methodology was conducted using the help of a perspective ECHO presenter. She was tasked with developing the same kind of presentation as any ECHO SME and given only the same email instructions as proposed for scheduled presenters. There was no personal coaching. Her performance was very good and helped identify some vagaries in our instruction. Our internship sponsor was pleased with the end result and agreed to implement this new methodology with all new ECHO presenters.
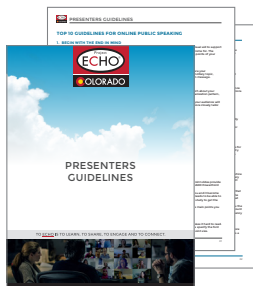
CHALLENGE TWO

The level of online public speaking experience differs a greatly from one SME to another

CHALLENGE TWO SOLUTIONS

Presentation Best Practices for Online Public Speaking Guidelines

Provide each ECHO SME a best practices guidelines to online public speaking to be followed in the development and preparation of their ECHO session


1. Presenters Guidelines for Online Public Speaking was the first of two deliverables to be provided to each new ECHO presenter. This set of guidelines is emailed to each presenter before he/she begins developing their ECHO presentation. It provides 10 brief practical suggestions to help organize, focus and prepare for an online presentation. Research from "Toast Masters" and "Inspire Any Audience" by Tony Jeary, as well as a wealth of personal public speaking experience by both Peter and Michelle, were the foundations of these guidelines.

This began as a much larger document. Discussions about the behavior and how much an ECHO presenter would be likely to use a long document made us rethink the approach, and eventually we pared it down to the "Top 10 Guidelines for Online Public Speaking."

It is distributed as a pdf to presenters and will eventually reside on the ECHO website, where presenters will be able to access and download as needed.

The Presenters Guidelines document is included in the appendix.
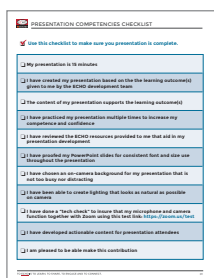
2. ECHO Presentation Competencies Checklist

The ECHO Presentation Competencies Checklist was created to give to presenters already in or near the end of the presentation development process a checklist of what they should have done in developing and preparing. Presenters are asked to use this checklist to insure their presentation and preparations are complete. It is a pdf document sent to ECHO presenters via email and reinforcing the Presenters Guideline for Public speaking. It is also designed to insure presenters give thought and consideration to factors that affect the production value of their

presentation. Factors such as lighting, background, video and audio set-up, and an attitude check before being live on camera are part of this checklist.

The ECHO Presentation Competencies Checklist document is included in the appendix.

CHALLENGE THREE

The level of online public speaking experience differs a greatly from one SME to another

CHALLENGE THREE SOLUTIONS

Provide guidance to each SME early in the development process as well as individual feedback during a presentation review prior to the live session

Michael Kazanjian, our ECHO internship sponsor, is committed to an autonomous presentation development process in order to better facilitate recruiting new ECHO speakers. ECHO speakers are busy medical and healthcare professionals and it is his desire to intrude on their lives as little as possible. Although this has produced inconsistent presentation results, so it was our job to modify the process without additional "touch points" between ECHO staff and new presenters.

1. ECHO Welcome and Presenters Expectations Video

An additional supporting deliverable we developed to help ECHO accomplish this was an "**ECHO Welcome and Presenters Expectations**" video. This video is sent to new presenters as part of ECHO's on-boarding process. A link to this video, hosted in YouTube, is embedded in a welcome email from Michael Kazanjian to ECHO presenters. In the 90 second video, Michael welcomes new presenters, sets goals and expectations, provides a summary of the process and outlines the tools (our deliverables) that will be provided to presenters (guidelines, videos, PowerPoint templates etc.) to aid them in creating their presentations. We wrote the script and acted as video producers to help Michael shoot this video, however due to changes in the content, this video is being re-shot.

The script we wrote is included in the appendix.

2. Presenters Guidelines Video

We also created a Presenters Guidelines Video. This video was created to foreshadow and compliment the Presenters Guidelines for Online Public Speaking pdf. We worked together to write a script, and recorded and edited several iterations of this video. The original video featured both Peter and Michelle alternating on camera throughout. Later, we determined that it should just feature one person on camera and be shot on a simple non-distracting background.

The final video link is included in the appendix.

Evaluation of ECHO Sessions

At the end of the internship we turned our attention to metrics and evaluations. In discussion with Michael, we learned that ECHO did provide their online participants an opportunity for feedback but that the response rate to the survey was not statistically relevant. The survey also only measured satisfaction with the ECHO session or sessions attended with no later measurement of the effect the sessions had on improving job performance.

Analysis of the poor response concluded that the multiple page survey emailed to each participants work address was simply too cumbersome and much too long with no feedback or follow-up to the participants. Our suggestion was to create pool of brief critical success factor questions with answers that could be easily compiled to generate meaningful metrics.

These questions, no more than three per session, could be sent via text immediately at the conclusion of each ECHO session. Text message as a survey tool is particularly easy, quick and convenient for participants to respond to, and much

more likely to provide meaningful data about the ECHO experience. We provided a proposed pool of questions.

The pool questions are included in the appendix.

Findings

ECHO Colorado is an educational outreach project with enormous potential to reach medical and healthcare professional in under served communities across Colorado, the United States, or even around the world. The intent and vision are very exciting.

One of ECHO Colorado's challenges is becoming a learning organization devoted to continuous process improvement. It is a growing pain analogous to building a better plane while it is flying. Being in the air today doesn't keep you in the air tomorrow.

Conclusion

For the purposes of this internship, I believe we were able to identify specific needs that required addressing. We had a very good working relationship Michael that improved over time. He allowed and encouraged us to analyze problems and propose solutions. After review and discussion of a problem and solution, he encouraged our work towards the solutions we developed as a team.

We all took time to communicate well with each other and think this provided him with a large measure of confidence. We feel that our diverse skill sets and close working relationship also gave him the confidence to provide us great latitude in getting things accomplished.

Individual Reflections

Peter Sherman

I consider myself fortunate to have worked on this distance learning project. The vision of how technology can be used to reach and educate under served medical and healthcare professions in under served communities has spectacular implications. To be a small part of the ECHO team and to be able to contribute in some small measure to this effort was exceptionally gratifying.

As it related to my ILT experience, I think this internship was a home run. Only 1 semester into the ILT program, it provided an opportunity to apply instructional design principles and newly learned technologies to a real world project. Michael Kazajian was an excellent sponsor to work for encouraging independent analysis, thought and solutions. As an "older" student with life experience, I found he valued many of the project management lessons I have learned along the way.

Finally, a personal paradigm is that collaboration produces much better results than working alone. Having Michelle as part of this project is an excellent example. Michelle brought a wonderfully different perspective and skill set to this internship. Her input was always creative and original, her evaluation of others ideas fair and insightful, and her thoughtfulness a good check to my sometimes impulsive nature. During my first ILT semester I worked with Michelle on and instructional design project that turned out very well for us and would be pleased to work with her again anytime.

Michelle Sroda

ECHO Colorado has created a platform for presentations that peaks my interest. They utilize technology to obtain a bigger audience reach, therefore giving themselves the opportunity to not only become accessible from literally anywhere, but also to make a difference educating under served communities about medical issues on a much larger scale.

I was drawn to the ECHO Colorado internship because I have a personal interest in presentations and especially, facilitation. I have 10 years of experience in facilitating qualitative focus groups in person and on-site, but have never facilitated online. In addition, I had very limited experience using Zoom, the preferred tool used by ECHO. In my quest to add more technology options to my personal toolbox, this internship seemed like a good opportunity to do so. In addition to Zoom, another important tool that I learned to use during the internship was iMovie. It was fun to create and edit videos

using it, and I intend to dig deeper to learn more of the advanced features, as I feel that I will have many opportunities to use iMovie in my journey to becoming and instructional designer.

As a student, still in the early stages of the ILT program, I am continuously observing and investigating the various components of the Instructional Design world as an effort to figure out where my niche may be within it. The ECHO internship, as expected, provided the exposure to and hands-on experience in the online world of presentations and facilitation that I was hoping for. I enjoyed observing the facilitation styles of those leading the presentations that I was able to be a part of, and let it be known that if ECHO were to expand their pool of facilitators, I would be very interested to be considered. In addition, I have utmost respect for the work being done at ECHO and their efforts to provide medical education to under served communities, which fueled the fire of inspiration to deliver the best possible project.

My career is previously rooted in the advertising/marketing world, so it was important to me to use my career experience to drive home the importance of locking in a branded look and feel for the ECHO deliverables, and that all components of our projects maintain a level of consistency so there is no doubt they all come from ECHO Colorado. As seen in the appendix of this document, I believe Peter and I accomplished that well.

I'm extremely pleased with the deliverables that we created to aid presenters in preparing and giving presentations through ECHO. The process was challenging and fun.

Michael Kazajian, out internship supervisor, was a pleasure to work with and was totally open to a collaborative relationship with Peter and myself. Michael put a lot of trust in us, allowing and empowering us to put our new knowledge from the ILT program, specifically around usage of the ADDIE model, and our combined past career experiences to create some solid deliverables. It was an enjoyable working relationship and I have no doubt that Michael will remain an important contact ongoing.

And finally, I was excited to work alongside Peter Sherman for the second time. We were paired together in the INTE5100 class and work very well together. The skill sets from our respective careers compliment each other well, and when combined, provided a better end-result for the final ECHO deliverables. More so than if either of us were to have done the internship alone. Peter and I are proactively looking for opportunities in which we can continue to work together.

THE PRESENTATION TITLE IS TYPED AT 32 POINT,
CALIBRI FONT IN ALL CAPS

Presented by:

Name *(cover slide is only acceptable use for Calibri at 18 point)*
Title of Presenter Calibri 18 pt
Month Day, 2017 (Calibri 18 pt)

BULLET SLIDE TITLE 40PT CALIBRI ALL CAPS

- All bullet points are set at 32 point Calibri font

- Bullet points are black

- This shows what your slide looks like if your bullet point goes to two lines

- Please use six or less bullet points per slide

- Please use no more than six total lines of text per slide

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BULLET SLIDE TITLE 40PT CALIBRI ALL CAPS

- Bullet goes here in Calibri 32 font
  - Tab in once for secondary square bullet

- Bullet two goes here in Calibri font
  - Tab in once for secondary square bullet

- No more than six total lines per slide page
  - This shows line number six

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TEXT SLIDE TITLE, 40PT CALIBRI ALL CAPS

Text slides should show no more than 3 main points with no more than 6 total lines of text. Text slides use 32 point Calibri font so slides are easily read by the audience.

This shows lines four and five. Please do not show more than six total lines of text on any slide.

This is the sixth line, do not add any additional lines after.

TO ECHO IS TO LEARN, TO SHARE, TO ENGAGE AND TO CONNECT.

SECTION DIVIDER SLIDE IS 40PT
CALIBRI ALL CAPS

TO ECHO IS TO LEARN, TO SHARE, TO ENGAGE AND TO CONNECT.

TEXT W/ IMAGE RIGHT 40PT CALIBRI CAPS

Text slides show no more than 3 main points with no more than 6 lines of text. Text slides use 32 point Calibri font.

Shown here is an image to the right of the text box. And six lines.

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BULLETS W/ IMAGE RIGHT CALIBRI CAPS

- Bullets are 32 point Calibri font

- Bullets are black

- No more than six bullets per page

- No more than six total lines of text

- Image shown at the right

- Charts/graphs too small for this layout

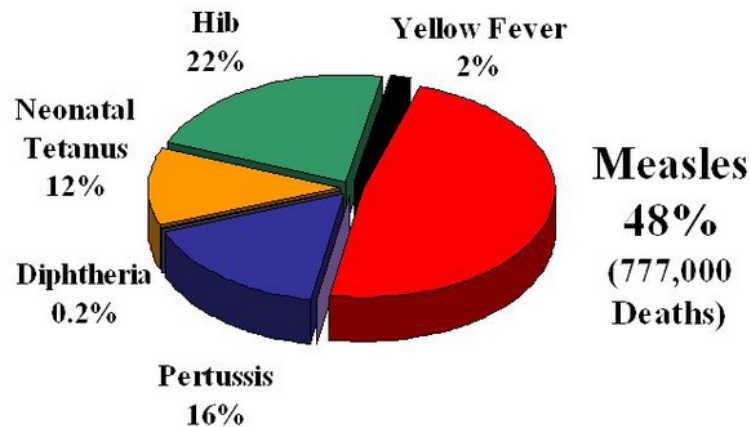TO ECHO IS TO LEARN, TO SHARE, TO ENGAGE AND TO CONNECT.

LARGE IMAGE OR CHART CALIBRI 40PT CAPS

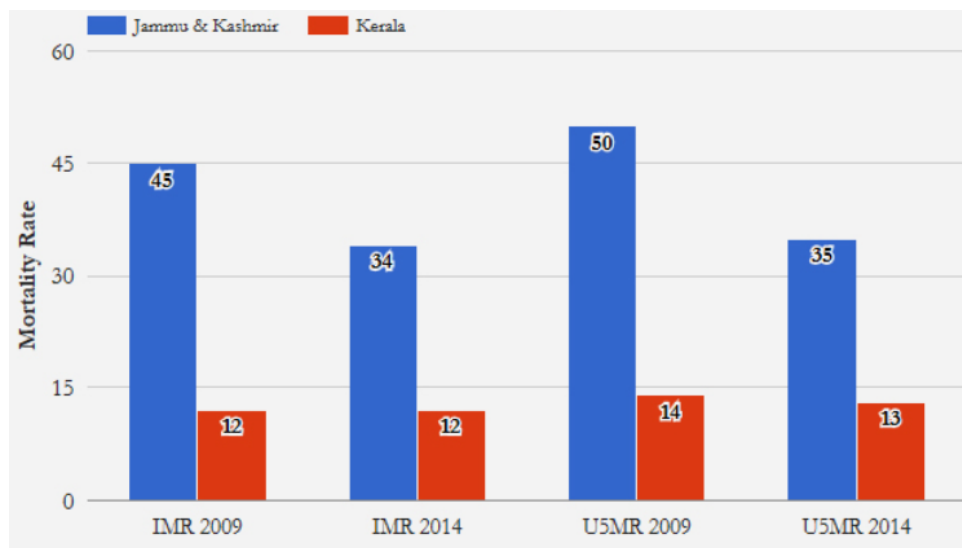TO ECHO IS TO LEARN, TO SHARE, TO ENGAGE AND TO CONNECT.

LEADING CAUSES OF CHILDHOOD DEATHS

Causes of 1.6 million vaccine-preventable deaths among children, 2000

Hib 22%

Yellow Fever 2%

Neonatal Tetanus 12%

Measles 48% (777,000 Deaths)

Diphtheria 0.2%

Pertussis 16%

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INFANT & CHILD MORTALITY RATES 2009-14

Jammu & Kashmir   Kerala

Mortality Rate

	IMR 2009	IMR 2014	U5MR 2009	U5MR 2014
Jammu & Kashmir	45	34	50	35
Kerala	12	12	14	13

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"This is what a quote slide would look like. The size is 40 point Calibri font so that it is easily read, and left justified. Please use no more than six lines on slide including "name line" below."

Name in Calibri 32 pt italic, right justified

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CONTACT INFORMATION

Presenter Name 32 pt Calibri

Presenter email

Presenter phone/other if desired

Presenter
COMPANY LOGO ALLOWED HERE
Delete this and insert your own

w w w . e c h o c o l o r a d o . o r g

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PRESENTERS GUIDELINES

TO ECHO IS TO LEARN, TO SHARE, TO ENGAGE AND TO CONNECT.

PRESENTERS GUIDELINES

TOP 10 GUIDELINES FOR ONLINE PUBLIC SPEAKING

1. BEGIN WITH THE END IN MIND

Remember YOU are the presentation! It is critical that you understand PowerPoint slides are a visual aid to support your presentation. Your knowledge and experience about the subject is what the audience has come for. The PowerPoint slides, text and images, provide you and your audience with visual cues to the main points of your 15 minute presentation.

2. LIMIT YOUR FOCUS

Clearly identify the central message... the one big idea. 15 minutes is not a lot of time so make sure your PowerPoint slides, main speaking points and any visual aids support the main message. Avoid ancillary topic, issues and information. Eliminate anything that distracts and does not directly focus on the main message.

3. KNOW YOUR AUDIENCE, YOUR SPEECH IS ABOUT THEM, NOT YOU

Before you begin to craft your message, consider who the message is intended for. Learn as much about your listeners as you can. This will help you determine your choice of words, level of information, organization pattern, and motivational statement.

The ECHO COLORADO registration process allows you to view demographic details about who your audience will be at least two weeks before your presentation date. Reviewing this information will help you more closely tailor your presentation and remarks to their needs.

4. ORGANIZE AND SET EXPECTATIONS WITH THE "THREE TS"

- **Tell your audience what you're going to tell them**
  - This sets expectations
  - Lets your audience know what you are going to cover and how
  - Helps your audience see your vision for application
- **Then tell them**
  - Provide actionable content
  - Relate the content to their work
  - Share relevant personal experience
- **Then tell them what you told them**
  - Summarize content and opportunities for application
  - Confirm expectations were met
  - Reinforce an actionable vision

5. USE YOUR POWERPOINT DECK FOR SUPPORT

People do not like canned speeches. PowerPoint slides are never text to be read...ever! PowerPoint slides provide imagery or high level talking points so your audience knows where you are going. ECHO COLORADO PowerPoint guidelines specify no more than six lines of text on any given PowerPoint slide.

If your audience is reading your PowerPoint slide, they are not listening or paying attention to you and it become a distraction. A PowerPoint slide is like a billboard on the freeway. To be effective the billboard needs to be able to communicate the message to someone going 70 miles per hour. If you have to carefully read or study to get the message, it is not effective.

PowerPoint slides also provide you with speaking support. Each slide serves as an outline for the main points you wish to cover and key words for memory triggers. PowerPoint slides should never just be read.

6. DON'T OVERLOAD YOUR SLIDES.

Most PowerPoint presentations have way too much text and use a font size that it too small, makes it hard to read. To make slides easy to read and for project uniformity, ECHO COLORADO PowerPoint guidelines specify the font as Calibri, PowerPoint slide titles done 44 point size and PowerPoint slide body text done in 32 point size.

TO <u>ECHO</u> IS TO LEARN, TO SHARE, TO ENGAGE AND TO CONNECT.   01

PRESENTERS GUIDELINES

To make sure your slides are easy for you to develop ECHO COLORADO provides master slide templates. These templates are in accordance with ECHO COLORADO guidelines specifying font, size and layout format. All you have to do is fill in your text and image (pictures, charts or graphs) content. Pretty easy…

7. OPEN WITH SOMETHING THAT WILL BE USEFUL AND ENGAGING TO YOUR AUDIENCE

Provide your credentials, what makes you qualified to speak on your particular subject. Explain YOUR personal connect and motivation for doing this presentation, so they know something about who you are. Focus the attention of your audience on the impact to THEIR lives and work. People are busy want to know that your presentation will be *actionable* as well as interesting.

An example would be to start with a rhetorical question, a "what if" question, with a pause to draw your audience in. This technique will stimulate thought and the desire to know more. Let them know you will ask other questions and their participation will be key in getting the most out of the ECHO COLORADO session.

Practice your opening the most…it is the first impression!

8. ALWAYS GIVE THE AUDIENCE SOMETHING TO TAKE HOME.

Always provide something specific the audience can do almost immediately. No matter how inspiring your message, every audience appreciates learning a tangible way they can actually apply what they've learned to their own lives….application is everything. Never be afraid to say, "**Today**, think of a client or patient who is really struggling or having a tough time. Tomorrow, we will use something from our time here today to help them."

Then tell them as part of the day's activities you will ask them to produce a multiple step SMART action plan for you to help this individual. Application is everything.

9. DON'T DO YOUR PREP ON CAMERA

Don't wait until you're "on" to prepare and check. Make sure your microphone, webcam, lighting, remote, and PowerPoint presentation are all ready to go ahead of time. If there are people running some of these functions for you, talk to them about a day of check-up and what to do if something fails. If something does fail, smile and try to look confident while you (or others) take care of the problem. When things go wrong, what really matters is how you react. If at all possible just keep going. You can test your equipment at https://zoom.us/test before presentation day.

10. PRACTICE AND PREPARATION PREVENT POOR PERFORMANCE

Your presentation will not be as good the first time! And remember it shouldn't be longer than 15 minutes. Practice doesn't mean memorizing your presentation; it does mean developing a familiarity with the main points of every PowerPoint slide to create a consistent and confident cadence and smooth transitions. Public speaking is a skill and like any other skill based activity, such as a new language or a musical instrument, practice is a part of developing greater competency.

Novice or expert, some degree of nervousness is normal and a little nervousness can be good. The adrenaline that can makes you sweat, also makes you more alert and ready to give your best performance. All people feel some physiological reactions like increased pulse rate or dry mouth. Do not associate these feelings with the idea that you will not perform.

Once you have become comfortable with the material and practiced a few times, get a friend, who will tell you the truth, to critique your performance. Ask them to listen for repetitive pause words such as uh or umm, and to count how many times they occur during your presentation. Repetitive pause words are often used with great frequency and make you sound much less sure and professional.

CLOSE

Always take time to express appreciation and thanks to your audience in your own words. Try and thank one or more participants individually for their participation, contribution or good work. Reinforce the idea that change is always a process and you look forward to the next session in the series.

PRESENTATION COMPETENCIES CHECKLIST

☑ **Use this checklist to make sure you presentation is complete.**

❏ **My presentation is 15 minutes**

❏ **I have created my presentation based on the the learning outcome(s) given to me by the ECHO development team**

❏ **The content of my presentation supports the learning outcome(s)**

❏ **I have practiced my presentation multiple times to increase my competence and confidence**

❏ **I have reviewed the ECHO resources provided to me that aid in my presentation development**

❏ **I have proofed my PowerPoint slides for consistent font and size use throughout the presentation**

❏ **I have chosen an on-camera background for my presentation that is not too busy nor distracting**

❏ **I have been able to create lighting that looks as natural as possible on camera**

❏ **I have done a "tech check" to insure that my microphone and camera function together with Zoom using this test link: https://zoom.us/test**

❏ **I have developed actionable content for presentation attendees**

❏ **I am pleased to be able make this contribution**

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EHCO Intro – Expectations Video Script

Hi I'm Michael Kazanjian and I'd like to welcome you to the ECHO Colorado family of medical and public health teaching professionals. I run… (*Michael to briefly fill in desired description of program or his role*) The goal of ECHO is to help solve local real world medical and public health issues in underserved communities. We do this by using distance educational interventions and coaching.

My team's goal is to help you create an impactful presentation, and we will give you resources that will make it easy for you to do. The tools and techniques we have prepared for you cover four essential areas:

1. Technical needs
2. Developing an engaging interactive presentation
3. Personal speaking skills
4. Presentation standards and Guidelines

You will soon receive a box from us that contains most of what you will need. It includes a new HD web cam, a new digital microphone, a USB hub and an instruction guide. These tools are "plug and play", so they are ready use to use and assure that you will look and sound great. The USB hub, in case you never used one, is like an extension cord and simply allows you to plug in several devices into your computer while only using one port.

There will also be a "booklet" containing best practices for developing an engaging interactive presentation, enhancing online public speaking and ECHO presentation standards and guidelines. It covers simple things such as lighting, ECHO presentation slide format, resources for help, and scheduling your online coaching session.
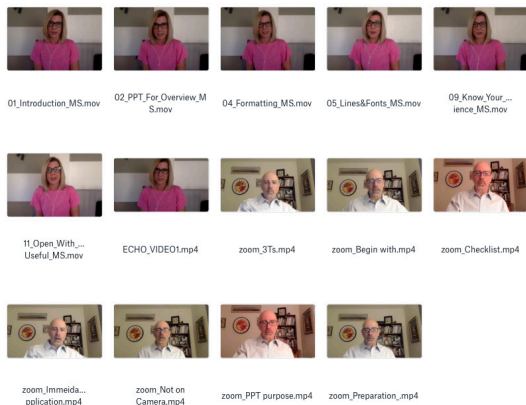
We hope this is a great experience for you and your participants, and serves as an opportunity to change the world one step at a time.

Link to YouTube video can be accessed by clicking here or visit: https://youtu.be/GVwtNnPodz4
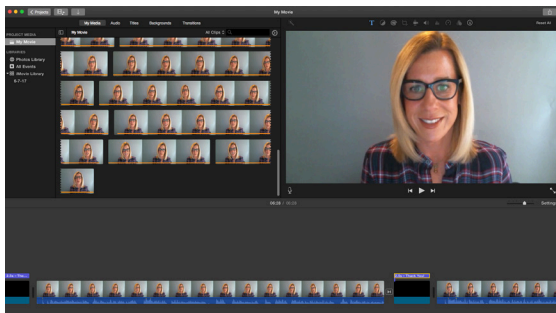
iMovie was used to edit the final video together

The first version of the video featured both Peter and Michelle. It was later decided to re-shoot and use one individual on a solid color background.

Echo Session Evaluation Question Pool

A pool of questions have been created with the intent of choosing and sending 3-5 to participants to answer after each ECHO session. Questions used will be chosen by ECHO staff after determining which from the list best apply to the session.

Questions are organized in three buckets show below.

Usefulness
1. This ECHO session was time well spent
2. This ECHO session's ideas can be applied directly to my job
3. This ECHO session enabled me to develop a plan on how to implement the concepts presented
4. This ECHO session encourages me to attend additional ECHO sessions
5. This ECHO session would help me recommend ECHO to colleagues
6. This ECHO session will help me do a better job

Speaker
1. This ECHO session's speaker was well organized
2. This ECHO session's speaker main idea's were clear
3. This ECHO session's speaker was engaging and held my attention
4. This ECHO session's speaker answered questions well
5. This ECHO session's speaker left me with a good idea of how to implement his/her main ideas
6. This ECHO session presentation provided good visual support for the speaker

Process
1. This ECHO session's outcomes were clearly stated
2. This ECHO session's process was clearly defined
3. This ECHO session's facilitation was well done
4. This ECHO session's use of Zoom was well explained
5. This ECHO session's was easy to join and participate
6. This ECHO session provided easy to follow instructions to help me

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