



Privacy, Civil Rights & Civil Liberties



Privacy, Civil Rights & Civil Liberties

Adapted for use in Fusion Center Training.

Last revised April 2010.

FusionCenterTraining@dhs.gov

Rx for Training Handouts

Tips for
Privacy/Civil Liberties Officials

Pocket Guide Training Series Brochure #2

RX for Training

Handouts

Handouts are a speedy and efficient way to communicate information. Remember the 3 basic rules.

Basic Handout Rules

- 1** Refer to each handout at least once during your presentation. Participants will remember only what they use.
- 2** Plan *when* and *how* to integrate handouts in your presentation.
- 3** Prepare at least one copy for all participants plus extras.

- Make handouts easily accessible to the trainer and put in correct order.
- Distribute only the handouts for each session. Too many handouts, or handouts for later sessions, will be a distraction.
- Pass out materials before explaining them or after the topic is covered.

After the Presentation

Why distribute after?

- Consider distributing handouts at the end of the session if they are long, will distract participants or are best used as resources. For example, excerpts from regulations, articles, resources or case citations.
- Mention during presentations if participants will receive a handout at the end of the session. This reduces note-taking anxiety.
- Distribute written materials at the end of the presentation as homework assignments.

Remember

Making handouts available at the end of the session is an incentive for participants to stay until the end.

During the Presentation

Why distribute during?

- Participants retain more information if they have an outline of your presentation.
- Handouts provide useful summaries of points brought out during exercises or problems.

How?

- Distribute handouts quickly.
 - Place stacks of handouts at the end of each row.
 - Place handouts on chairs or tables or on each table during breaks and before the session begins.
 - Ask participants or a co-trainer to help distribute them.
- Allow time for participants to review content before continuing with the presentation.
- “Walk the group through” the material to familiarize them with the content. Don’t *read* handouts; point out the important issues or describe how to use the handouts.
- Hand out materials *before* explaining them, or *after* the topic is covered.
- Never explain the handouts while they are being distributed. People are not listening, they are too busy examining the handouts.

Why Use Handouts?

- ✓ To provide preliminary information before the session.
- ✓ To outline key points in your presentation.
- ✓ As references for future use.
- ✓ To reinforce important information by covering the same material from a different perspective.
- ✓ To supplement your presentation with additional examples and illustrations.
- ✓ To assign as homework.
- ✓ To present complex information in chart or graph form.

Handout Tales of Woe

“Lost in Space”



- Too many handouts.
- Handouts for all sessions are distributed all at once, in a huge pile.

“Unsolved Mysteries”



- Trainers never even mention handouts.
- Handouts are illegible.
- Handouts do not list sources.

“The Good, the Bad & the Ugly”



- *Good*: Outline has plenty of white space.
- *Bad*: 50 pages of dense text in small print.
- *Ugly*: Handwritten explanations are illegible.

Quick Tips on *Preparing Handouts*

- “Less is more” in preparing and using handouts.
 - Keep the number to a minimum.
 - Make them simple and direct. Too much text or too many pages are unreadable during sessions.
- Prepare ease-to-scan outlines for your presentation. If you are using a PowerPoint presentation, print with 3 slides per page and space for note taking.
- Make sure handouts contain plenty of white space for participants to take notes.
- Put your name, the date and source on each handout.
- Take care when reproducing handouts:
 - Use a clean original.
 - Identify the source.
 - If the text is dense, use arrows on the side to indicate sections to which you will refer.
 - If you use a section of a larger piece, duplicate only the relevant excerpt.
- Copy handouts on color-coded paper to facilitate distribution and usage.

Quick Tips on *Selecting Handouts*

- Use charts and graphics to supplement text.

- Choose handouts only if the content is critical to your session or presents information that cannot be explained better in another way.
- If you will not cover the material in the presentation, explain why the handout is relevant.

Quick Tips on *Distributing Handouts*

Before the Presentation

Why distribute before?

- Handouts lay a foundation for an audience of mixed experience.
- Preliminary distribution of issue or position papers allows participants time to prepare for a strategy discussion.
- Pre-training assignment provides extra time for an exercise during the training.

How?

- Send handouts prior to the training. This helps to introduce a complex topic or provides common background to an audience with mixed experience.
- Distribute as participants enter the room or are in place; this allows individuals to read the materials before the trainer begins the session.
- Mention the contents of handouts as you begin your presentation.