



## MOST Trainers' Presentation Guide

### Preplanning

1. Attend CADC's MOST train-the-trainer session or other educational event.
2. Review and rehearse slides/script. Customize with your name, credentials, logo, local resources. Modify details/phrasing, trim slides, revamp as you feel comfortable but retain consistent "look & feel" and messaging.
3. Identify target community groups, venues; contact key persons/decision makers.
4. Schedule/promote presentation (see [www.caringinfo.org](http://www.caringinfo.org) for helpful tools).
5. Notify CADC ([ColoradoAdvanceDirectives@gmail.com](mailto:ColoradoAdvanceDirectives@gmail.com)) of presentation plans, especially if open registration.
6. Obtain, know how to operate equipment: laptop, LCD projector, screen, microphone.
7. Assemble and duplicate handouts as needed for attendees:
  - Handouts from slides
  - Session evaluation form
  - MOST Talking Points
  - MOST Instruction booklet and forms
  - Resources
  - Information on your agency/organization
  - Any other supporting material you think would be helpful.

### Execution

1. Arrive early to set up/troubleshoot equipment and room (refreshments a nice touch but optional).
2. Distribute handouts and session evaluation forms and ask attendees to complete evaluations and turn them in before they leave.
3. Conduct presentation. Note questions, especially any you are unsure of how to answer.
4. Have colleague count attendees.
5. Collect names/emails of people wanting to be on the MOST Mailing List.
6. Provide drop points/baskets for collecting evaluations.

### Follow-Up

1. **Complete Presentation Report** and email with names/emails for mailing list to [ColoradoAdvanceDirectives@gmail.com](mailto:ColoradoAdvanceDirectives@gmail.com).
2. **Use evaluations to improve presentation.**
3. Bring questions, comments to CADC MOST conference calls.

**NOTE:** All presentation materials except the PowerPoint slides are available from the Colorado Advance Directives Consortium website: [www.coloradoadvancedirectives.com](http://www.coloradoadvancedirectives.com), Links & Resources.