Course Cover Page (Hidden)

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- To customize notes content in the Notes Page View: Click on "VIEW" tab → Select "Notes Page" → Double click the page, an Microsoft Word document would pop up → Click on "Course Title" and type in your course title, Click on "Course Title Participant Manual" and type in your course title Participant Manual; Click on "Instructor Name (s)" and type in names of all the instructors of this course; Click on "July 28, 15" and type in the actual training date with the above format; Click on "Version", select "complete" after the whole PowerPoint is finalized → Click on the margins or close word. The changes you made will be automatically saved into PowerPoint.

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Colorado Department of Transportation

Table of Contents (Hidden)

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- To customize notes content in the Notes Page View: Click on "VIEW" tab → Select "Notes Page" → Manually type in the Section Number, Title Name, and according Notes Page Number → To add more lines: Click the "LAYOUT" tab, select "Insert Below" or "Insert Above" up to your choice.

Colorado Department of Transportation   Slide 3

Course Agenda

- **Learning Logistics**
- Section 1 – Course Introduction
- Section 2 –
- Section 3 –
- Conclusion

Course Learning Objectives

At the end of this course, you should be able to:

Participant Introductions

Please take a moment to share:
- Your name
- Your role within CDOT
- Your expectations of this course

Learning Logistics

- Regular breaks built into the class schedule
- Classroom participation encouraged; ask, answer, and participate in the discussion
- Exercise to practice development of training materials
- Parking lot used to capture questions for in-class follow-up

Colorado Department of Transportation   Slide 7

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Your Contributions to Learning

- Please respect the other participants by silencing your cell phones
- Focus on the course, please use the Internet and email over lunch and break times
- Please delay your side conversations until break times
- Attend the entire course to obtain credit for successful course completion

Colorado Department of Transportation   Slide 8

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Did you know…

Colorado Department of Transportation   Slide 9

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Notes:
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- It functions as the Cover Page of each section.
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- To customize notes content in the Notes Page View: Click on "VIEW" tab → Select "Notes Page" → Double click the page, an Microsoft Word document would pop up → Click on "XX" and type in the section number, Click on "Course Title" and type in the training course title → Click on the margins or close word. The changes you made will be automatically saved into PowerPoint.

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Course Agenda

- Learning Logistics
- **Section 1 – Course Introduction**
- Section 2 –
- Section 3 –
- Conclusion

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Section 1 Learning Objectives

At the end of this section, you should be able to:

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Terms and Concepts

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Exercise XX

Roles:

Scenario:

E

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Check Your Knowledge

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Course Agenda

- Learning Logistics
- Section 1 – Course Introduction
- **Section 2 –**
- Section 3 –
- Conclusion

Colorado Department of Transportation   **Slide 17**

Section 2 Learning Objectives

At the end of this section, you should be able to:

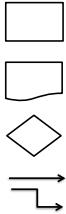**Colorado Department of Transportation**   **Slide 18**

Terms and Concepts

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Process Flow Copy and Paste

Colorado Department of Transportation   Slide 20

Exercise XX

Roles:

Scenario:

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Check Your Knowledge

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Course Agenda

- Learning Logistics
- Section 1 – Course Introduction
- Section 2 –
- **Section 3 –**
- Conclusion

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Section 3 Learning Objectives

At the end of this section, you should be able to:

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Terms and Concepts

Colorado Department of Transportation — Slide 26

Exercise XX

Roles:

Scenario:

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Colorado Department of Transportation — Slide 27

Check Your Knowledge

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Conclusion Cover Page (Hidden)

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Course Agenda

- Learning Logistics
- Section 1 – Course Introduction
- Section 2 –
- Section 3 –
- **Conclusion**

Conclusion

You should now be able to:

Where Can I Get Help – People?

For additional assistance contact:
- Name One:
  - Email:
  - Phone:
- Name Two:
  - Email:
  - Phone:

Other CDOT Help Resources

The following resources are available:
- Resource One
- Resource Two

Questions?

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