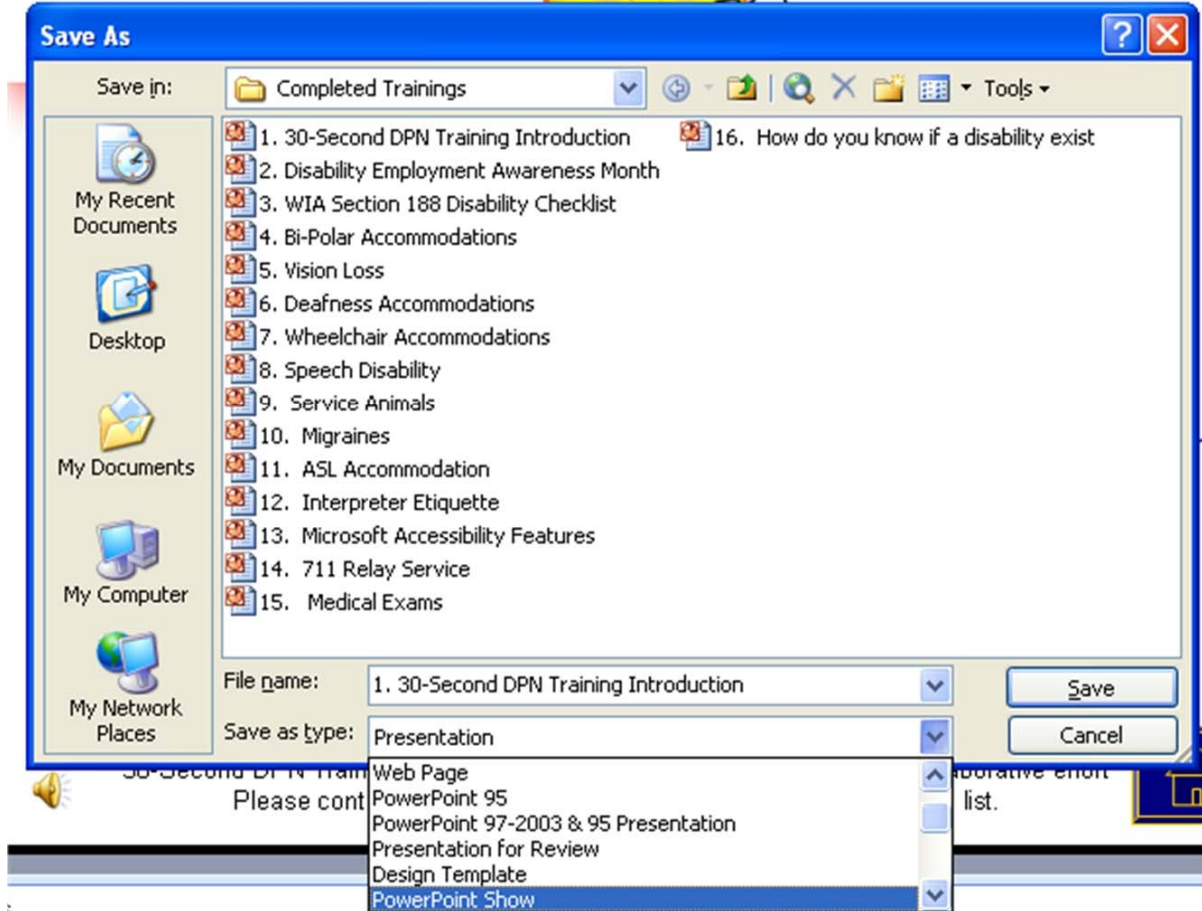


## **DPN 30-Second Trainings Overview**

DPN 30-Second trainings were designed to introduce disability specific topics to One Stop and Partner Agency staff. These trainings have already been well received in several states, and have provided a great avenue for DPN outreach. We hope you will use these in your state to provide useful information about disability topics. Below are some instructions to convert the slides, in case you are not familiar with Power Point, so that you may customize these trainings, and to enter your contact information. We would ask that you leave the statement at the bottom of the last slide as it shows the collaborative effort it took to make these possible.

### **Instructions:**

- The package of trainings you have received will come to you in Power Point Presentation file format. In this format, you can simply open the file, and make the changes to the last slide by adding your name and contact information.
- We recommend you save this file with the updated changes that have now personalized this training with your contact information
- The next step is to make your Power Point Presentation into a Power Point Show by doing the following:
  - Click on the File option at the top of your program and it will drop down a series of menu choices
  - Click on Save As
  - This will open a dialogue box where you will be able to change the name of the file if you wish
  - You will see another drop-down menu under File Name called Save as type, click on the drop-down menu in this field and choose Power Point Show as follows:



- That's all there is to it! Once you have your file saved as a Power Point Show, you are ready to send to your target audience. As a Power Point Show, when the file is opened by double-clicking, it will automatically launch the training

The next step is to develop an email distribution list, which most of you probably already have. We hope you will utilize this simple, but effective training tool in your local Workforce Investment Areas. If you like this approach, and begin developing your own trainings, please share them with us.

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