

Why prepared cases for small group discussions and how to use them

The faculty support material includes prepared cases for small group discussions as a resource and repository for faculty members. These cases can be used as is or additional cases can be prepared by faculty in a similar way. Discussing cases in small groups allows participants to apply newly required knowledge and helps for problem solving and clinical decision making. But cases must be relevant, realistic, engaging, and instructional—they are grouped according to the course modules and pitched at the level of the participants' expertise. Discussion points can be found in the notes page of each slide to help faculty lead and moderate the discussion so that all learning outcomes are covered. These discussion points are viewable using "Presenter View" in PowerPoint.

Top tips for successful small group discussions

- Do not give a mini lecture
- Know the cases and anticipate in which directions the discussion could go well in advance
- Establish faculty roles: decide who is leading and who facilitating each discussion session
- Set up the discussion by explaining how the session will run and what is expected of participants; communicate the learning outcomes
- Write down questions participants are asking as well as the conclusions
- Engage participants with open questions to get them involved
- Ensure one person speaks at a time and all participants get involved in the discussion
- Maintain a respectful environment; disagree with ideas not the person
- Gives positive feedback and thank participants for their attendance and contribution
- Summarize the key learning points at the end of the session

How to use "Presenter View" within PowerPoint

(applies to Microsoft Office PowerPoint® 2003 and Microsoft PowerPoint® 2002)

"Presenter View" requires two monitors: a primary monitor (laptop) to display the slides with notes, and a secondary monitor for the participants displaying only the content of the slides.

- Check if your laptop can display with multiple monitors
- Check to see if your laptop is connected to the secondary monitor
- Check your laptop display property settings by right clicking on your desktop and selecting "Properties", and then select the "Settings" tab.
- Choose multiple monitors from the drop-down menu and designate your laptop as the primary display, and the data projector as the secondary display.
- In PowerPoint, select the "Slide Show" menu and then click "Set Up Show". Then, in the same menu window in the "Display slide show" drop-down menu, click the monitor you want the slide show presentation (the one without notes) to appear on.
- Select the "Show Presenter View" by checking the box, and then click "Ok".

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Getting help for “Presenter View” within PowerPoint

If you experience problems in turning on presenter view, simply select the “Help (F1)” key in PowerPoint and then type in “Presenter view: tools for running a PowerPoint presentation”. This gives details of how to set up a presentation using presenter view.

Printing slides and notes pages

If you are not able to use two monitors follow these steps to print your lecture with the notes:

1. Go to “File” at the top menu and select “Print”.
2. In the printing window at the lower left go to the “Print what” drop-down menu, and select “Notes Pages”.
3. Then select “Ok”.

This is a quick way to have your notes viewable to you without showing them to the participants.

Finally, always check the equipment beforehand and ensure that you have the correct connector cable.

Important usage notice

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