

Dear Instructors,

The New Assistant Training Module is designed to help you train newly hired Assistants to become familiar with essential elements of Kumon history, philosophy, center routine, and their roles and responsibilities within the center. There is an activity that will help them learn how to grade effectively and consistently with the practices in your center. There is an additional section for how to grade Achievement Tests.

This module may take as little as one hour to deliver or as much as 2 hours, depending on the size of the group and how much detail you would like to share on specific topics.

To best prepare for this presentation, it is highly recommended that you review the content of the PowerPoint, become familiar with the different areas of the presentation and know what materials you will need to prepare in advance.

The presentation has been designed so that you can speak about the topic on the slide in your own words or use the notes that are provided in the PowerPoint or [PDF Notes](#) file. The Trainer's Notes has additional information that can guide you for discussions or additional detail. It is recommended that you print out the file [PDF Notes](#) and highlight information that you would like to emphasize and have this on-hand as you present. Please do not feel that you are required to read all of the information. Rather, please feel free to speak to your specific center situation. For example, your center routine may not be exactly the same as the one presented.

The videos will play automatically once you click on the slide. If you are using a version of PowerPoint older than 2010 please review the notes on how to link the videos at the end of the document.

The quiz at the end of the module can be done orally or using the written handout.

Materials to prepare:

- Computer that can play Microsoft PowerPoint 2007 or higher
- (optional) speakers and/or projector

For each participant, please prepare:

- Red pens
- Answer Books for Math 3A-A and Reading AI
- "Grading Tool" handouts
- Blank "Grading Exercises" handouts
- (optional) sample student file folder, record book
- (optional) Aim for High School Math and Reading
- (optional) additional *Voices* Math and Reading "Grading Articles" handouts
- (optional) "Written Quiz" handouts

How to link videos to older versions of PowerPoint:

Please make sure the Assistant Training Module.ppt file and the videos are in the same folder.

1. Open the ATM97.ppt file.
2. Go to slide 36 "Roles in the Kumon Center".
3. From the PowerPoint menu at the top click on the "Insert" tab.
4. There are two ways to insert the video:
 - a. Insert video – From the Insert Tab click on the "**Video**" and choose the "**Video from file**" option. Once you select this it will ask you to choose from a folder. Please find the folder with the Assistant Training Module materials and select the video "**Roles**" and click "**Insert**". The video will play once you click the "Play" button when you reach this slide.
 - b. Hyperlink video – On slide 36, go to the video camera icon on the slide and right click. Select "**Hyperlink**". Browse for the video file from the Assistant Training Module folder and select the file. The file will now play when you click on the video camera icon on the slide when you are in presentation mode.
note when you select the insert hyperlink option on some PowerPoint versions when select it a box may open called "Action Settings". Select "**Run Program**" and click the "**Browse**" button. Find the folder with the videos and you will have to click on the drop down menu next to the "File Name" bar that says "Programs (*.exe)" and change it to "All Files (*.*)" by clicking on the little arrow. The video files will appear.
5. Please repeat step 4 for slides 72 with the video "Grading" and 83 with the video "Reading".