PPT Courseware Combined with Narration and Inserted Textbook File Is an Effective Carrier of On-the-job Training

Ting Li [1, a], Shouchen Xu [2, b], Xilin Zhang [3, c], Pengyu Zhang [1, d], Xiaojuan Han [4, e]

[1]Jilin Institute of Electrical Engineering, Changchun, Jilin 130021, China

[2]State Grid College of Management, Beijing, 100085, China

[3]State Grid Jilin Electric Power Company Limited Changchun Power Supply Company, Changchun, Jilin 130021, China

[4]Department of Control and Computer Engineering University of North China Electric Power, Beijing, 102206, China

[a]403538136@qq.com, [b]shouchen-xu@sohu.com,[c]985222805@qq.com,

[d]89705999@qq.com, [e]1747860586@qq.com

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Abstract: To enhance the effectiveness of on-the-job training, we discuss the advantages of PPT courseware combined with narration and inserted textbook file at the preparation stage, teaching stage, review stage, study based on actual work demands and subsequent improvement stage, as well as its advantages in sharing and inheritability. Besides, we summarize our experience and precautions in producing PPT courseware combined with narration and inserted textbook file, and suggested producing PPT courseware combined with narration and inserted textbook file for top-quality courses, in order to maximize the effect of communication, utilization and inheritance of top-quality courses.

1 Introduction

On-the-job training has its own characteristics. In general, because the trainees are older than college students, they may have to handle work through such communication tools as telephone, SMS, WeChat or QQ during training and get distracted from listening to all of the course content. Besides, the trainees vary in educational background, work experience and professional level. Since they come from different units or departments, some of them may be too shy to ask questions about technological issues they find confusing at classroom. Besides, a few trainees may not be in their best physical or mental state. As all of the above reasons may impact the training effect, classroom training may not necessarily achieve the set objective. Therefore, how to provide high-level training carriers that are complete in content and easy to reproduce and communicate according to actual conditions and demands of trainees is an important part of research for on-the-job training. With reference to literature [1]-[4] about on-the-job training research, this paper focuses on the application of PPT courseware combined with narration and inserted textbook file to on-the-job training.

2 Advantages of PPT Courseware with Narration

We discuss the advantages of PPT courseware combined with narration and inserted textbook file at the preparation stage, teaching stage, review stage, study based on actual work demands and subsequent improvement stage, as well as its advantages in sharing and inheritability.

2.1 Preparation Stage

In producing PPT courseware combined with narration and inserted textbook file, the teacher would adjust the physical and mental states in good conditions, and have sufficient time to repeatedly revise and improve the courseware to their satisfaction. In this sense, the teaching content and standard of PPT courseware combined with narration and inserted textbook file shall be superior to the normal teaching content and standard.

2.2 Teaching Stage

The forms of teaching through PPT courseware combined with narration and inserted textbook file or classroom teaching shall be determined on the basis of the regulations of educational administration. However, even in the form of teaching through PPT courseware combined with narration, the teacher shall be present and answer questions from trainees on the site. In case that any teacher has to be absent from class for some reasons and find no substitute teacher to take over the class, the teacher could take PPT courseware combined with narration and inserted textbook file as a backup and arrange another teacher to answer questions from trainees.

2.3 Review Stage

PPT courseware combined with narration and inserted textbook file is easy to reproduce the content. With it, on-the-job trainees with the intention of self-study could review and consolidate the training content at their best mental and physical states, as if they have a teacher by their side. In this way, they could achieve the best learning effect and have the deepest impression.

2.4 Study Based on Actual Work Demands

Over time after on-the-job training, trainees may gradually forget the training content, but generally remember the overview of the training content and in which course it is. In case of any actual work demand, trainees who have only a flimsy grasp of the knowledge could also recall the training content with the help of PPT courseware combined with narration and inserted textbook file and reach the review effect. In addition, the trainees could also have a new understanding and perception of the training content by reviewing PPT courseware combined with narration and inserted textbook file, which serves as a carrier for self-training in case of actual work demands.

2.5 Subsequent Improvement Stage of PPT Courseware with Narration

PPT courseware combined with narration and inserted textbook file is easy to improve. Because each PPT slide has a separate narration record, the revised PPT slide could be inserted in the corresponding position of the original PPT courseware to replace the old slide. After being improved for a period of time, PPT courseware combined with narration and inserted textbook file could reflect the teacher's accumulated understanding, perceptions and teaching methods, and thus reach a higher quality level.

2.6 Sharing and Inheritability

PPT courseware combined with narration and inserted textbook file has the greatest advantages in sharing and inheritability. The training management department shall put PPT courseware combined with narration and inserted textbook file on record as important teaching materials, including the name of the courseware, introduction to the courseware content, lecturer, courseware production time and courseware content. In brief, PPT courseware combined with narration and inserted textbook file is easy to share and inherit, and could be used for reference by peers, latecomers and new teachers with the aim to enhance the teaching level.

3 Experience and Precautions in Producing PPT Courseware Combined with Narration and Inserted Textbook File

3.1 PPT Courseware Inserted with Word Narration File is Helpful to Trainees in Review and Deliberation

Through PPT courseware inserted with Word narration file, trainees could carefully read the textual description of the narration. And those eager for knowledge and hardworking could review and deliberate on the content with it. With the help of the two information carriers—text and sound, the trainees will have a deeper impression of the knowledge and achieve a better study effect.

3.2 PPT Courseware Inserted with Word Textbook File

Be it published textbooks or self-compiled ones, any Word textbook file related to the course could be inserted into the corresponding PPT slides in batches, in order to facilitate the review of trainees.

3.3 PPT Courseware Inserted with Word File Related to Necessary Basic Knowledge and Expanded Knowledge

In vocational education, due to the differences in basic knowledge and skill level among trainees, the same teacher and the same courseware may cause distinctly different understandings and effects among different trainees. To solve it, courseware could be inserted with Word file related to basic knowledge and other necessary knowledge to help trainees who have limited working experience and basic knowledge and poor skills to better understand and absorb the course content. Besides, courseware could also be inserted with Word file related to expanded knowledge to help trainees who are eager to learn, energetic and creative expand their knowledge, skills and horizon in relevant fields.

3.4 Principles for Producing PPT Courseware

PPT courseware could be inserted with texts, graphics & animations, narrations and files. Specifically, texts shall be concise and eye-catching with a proper font size that could be clearly seen by trainees in the back. A picture could carry much more information than textual description of the same page size to trainees. And animations could be properly applied to highlight key content of the courseware. Furthermore, PPT slides shall have a bright background color, and fixed text and picture layout, such as text in the upper part and picture in the lower part, or text at the left and picture at the

right. The Word file shall be inserted into the same PPT slide or the neighboring PPT slide of relevant content.

3.5 The Use of Mandarin in Narration Recording

The narration shall be recorded in mandarin, without the trace of any dialect or local accent.

3.6 Moderate Speech Rate in Narration Recording

The narration shall be recorded at a moderate speech rate. A fast speech rate may hinder trainees from clearly hearing the course content or keeping in pace with the teacher's course content.

3.7 Pre-class Review of Main Content of the Previous Lecture

If this lecture is one of a lecture series, the content of the previous lecture shall be briefly reviewed before the start, in a bid to remind trainees of the main content of the previous lecture and prepare them for the class.

3.8 Summary of Main Content of This Lecture

Before the end of the lecture, the content of the lecture, key points, difficult points and confusing points shall be summarized to help trainees better grasp the content of the lecture.

3.9 High Spirit in Narration Recording

In recoding narration, the teacher's mood may have an impact on trainees and the teaching effect. Therefore, before recoding narration, the teacher shall adjust his physical and mental states into good conditions.

3.10 PPT Courseware Edition Upgrading Management

Before upgrading PPT courseware, efforts shall be made to copy the original finalized file and make improvements to the new file. In case of major improvements, the upgraded edition shall be labeled with a new edition number. In case of minor improvements, the edition could be labeled after its original decimal point. The original edition of the file could be deleted only upon the confirmed completion of the PPT courseware upgrade.

4 Conclusions

In vocational education, the training courseware form shall be determined by trainees' actual conditions and demands. PPT courseware combined with narration and inserted textbook file has great advantages in course review, meeting actual emergency work demands, sharing and inheritability, with a good effect on enhancing vocational training quality and efficiency. In particular, the content of top-quality courses shall be produced into PPT courseware combined with

narration and inserted textbook file, in order to maximize the effect of communication, utilization and inheritance of such courses.

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