Reflections Quiz Show Help

Introduction:

Welcome to the Reflections Quiz Show Game from Training Games Inc. Training Games has developed many content rich Reflections Quiz Shows Games for the most popular business training topics (A non-content version is also available). The Reflections Quiz Show games are amazing training tools. Whereas most training games are principally used to review program information, TGI Reflections Quiz Shows provide you a great way to present your program information while increasing participant overall learning retention.

The TGI Reflections Quiz Shows uses three training elements to increase learning potential. First of all we certainly understand the power of games to focus and hold the participant's attention. In general, people love to play games; they have fun competing, and of course, enjoying winning the game. Traditional teaching methods have seen the instructor using a PowerPoint presentation to deliver 50 -75 slides of information. The problem that we all have come to know and understand is that people lose focus after 10 – 15 minutes. Learning retention levels decline from 70 to 20 percent as class members struggle to retain focus. This of course, does not occur when participants are playing a game.

Secondly, we know that people learn best when they are engaged, and practice active learning. After each game question is presented, the instructor has the option to move to an interactive reflections exercise. Each reflections exercise is designed to have class participants think about, reflect upon, and discuss the information presented in the question. In this way learners assimilate the information while creating multiple learning associations resulting in better retention.

Finally, the facilitator is given an "Additional Information" tab for each of 24 program training questions. These tabs allow the trainer to easily move to PowerPoint slides within the game, to further expound on the question just presented. By pulsing in and out of the game the instructor is able to retain participant attention while also being afforded the opportunity to deliver important program information to the audience.

Although we have tried to create well targeted questions and content for each popular business topic, we understand there are times you'll want to substitute training information specific to your organizational and program training. We of course recommend you save the original file, do a "Save As" and rename your edited Reflections Quiz Show Games. In this manner you can edit and used the game over and over again modifying each file copy for different audiences or as information changes over time.

Game Feature Review:

We've pack this training tool with many extras to enhance your participant's learning experience. Below find a quick list of features. We will provide a detailed explanation for each feature below.

- o   An optional pre-game Ice Breaker.
- o   A spectacular game introduction with music and animation.
- o   A prize feature to make awarding prizes fun and easy.
- o   In game rules for participants.

- o Option question timers.
- o A bonus round with a pyramid type game for key words.
- o A scoreboard to determine points and keep score for up to 6 players or teams.

Playing the Game:

The Reflections Quiz Show Game can be played with teams/players awarded game questions in turn rotation. Alternatively you may wish to use your own stand alone buzzer system to determine who gets the next question. The game requires PowerPoint 2002 or later to run.

Getting Started
- Be sure to preserve your original file.
- To do this, **before starting a new game and entering your questions**, **create a new copy** of the game file **(FILE/SAVE AS)**. This will ensure that you have all of the game features available within the original file.

Setting up your Game
- **Customizing team names:** You can enter your own team or player's names prior to starting the game.

- **Setting up the main game screen:** The game has a maximum capacity of 24 questions. If you don't need all 24 questions simply delete the gold buttons on the Home slide for the unwanted questions (DO NOT DELETE QUESTION OR EXERCISE SLIDES). Note: The Reflection Quiz Show Game is available with training content (popular business topics) or as a blank template. Illustrations used below are from the non-content or blank game version.
- **Setting up the questions:**
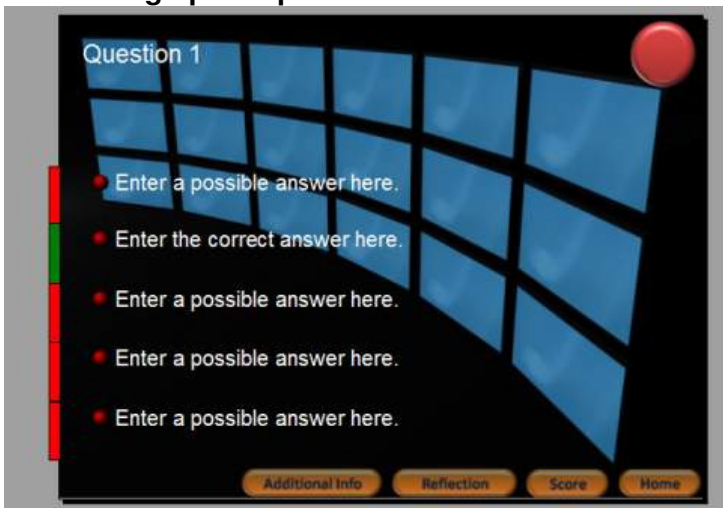
- The basic question screen contains A through E multiple-choice questions. "Click on" to select the question, and begin typing to edit or add a question into the game.
- Answers are grouped images that contain red boxes for wrong answers and a green box for the correct answer (see illustration on left). Click anywhere on the white text to begin editing your answers.
- You may edit questions to have fewer possible answers by deleting unwanted choices. However, do not delete the

"correct" answer option. You can increase the height of any box by clicking on it and dragging the lower center sizing box. Move the entire question around by clicking and dragging the red or green boxes around.
- You can also change the question to a true/false question by deleting all the answers except a right and wrong answer and labeling them True and False. If developing an open-ended question, label the two options Correct or Incorrect.
- If you have a lot of text, then reduce the font size of the boxes until your question fills the textbox.

INFORMATIONAL INPUTS OR EDITS FOR A TYPICAL GAME:

Here is a list of typical setup edits for a normal game:
1. Input team names on opening and scoreboard slides.
2. Add program, company, company logo or your name to the second intro slide.
3. Enter/edit all questions and possible answers.
4. Add/edit additional information for questions.
5. Create/edit a reflection exercise or discussion point for each game question.
6. Enter/edit the bonus round category.
7. Enter/edit six keywords for the bonus round.
8. Add/edit the word category on bottom of bonus round slide.
9. If awarding prizes (actual or fun prizes), enter or edit them on the last three prize selector slides.

These are the minimum edits required for a game. You might also want to review the rules and make any changes you feel appropriate for your training session.

Presenting your Game

- **Play the OPENING SEQUENCE**
  Start the game from slide #1. Begin your presentation as you would any normal PowerPoint presentation by moving into slide show mode (F5). Here you have two button options, "RUN ICEBREAKER" and "RUN GAME". Click "RUN GAME" to begin and get started with three musical intro slides that were designed to create excitement for the upcoming game.

- **MAIN GAME SCREEN (Home Button)**
  Numbered Questions: Pressing one of the numbered gold buttons will present a question. Questions may be presented in sequence (1 -24) or you may allow teams to select their questions randomly from the grid. Once a gold button has been pressed to launch a question the button itself disappears from the grid upon returning to the home screen. Note: Question button grid is reset when you exit from slide show mode into edit mode in PowerPoint.

  Bonus Round Button: Bonus Round plays by sequentially presenting (6) key words on screen. One player, positioned away from the screen, must guess the keywords using one word clues provided by other teammates or the game facilitator.

  Rules Button: From the main "HOME" screen, you can click the "Rules" button, to share the "Game Rules" with your game participants. The game rules may also be edited.

  Used Question Button: Once pressed the numbered gold question buttons will disappear upon your return to the "Home" screen. If, for some reason, you need to revisit a question, press the "Used Question" button to review any of the 24 questions.

- Prize Selector Button: When the game is finished, you can use the prize selector button to let your winner or winners randomly choose their game prize.

- Score Button: Shows the scoreboard where you can post team or player scores, as well as record incorrect answers and keep track of the team/player turns.

- **QUESTION SCREENS**
  When a question is first introduced a 30 second timer will automatically start. Use of this timer is, of course, optional. One suggestion might be to allow any unanswered or timed-out question to be given to the next up player or team.

Additional Information Button: This feature is designed for optional use by the game's instructor. This button leads you to an additional information slide, allowing the instructor to expound on the question presented. The additional information slide is completely editable and can be used to provide text or graphical images to help further explain the question. A back button returns you to the question. Consider also using the Additional Information button to hyperlink to other files on your computer, such as a website, sounds, a video or another PowerPoint Slideshow (PPS) file.

Reflection Button: This feature is again designed for optional use by the game's instructor. This button introduces an interactive exercise, role play or discussion topic for your class to consider. This is an absolutely fantastic method to stimulate question discussion and aid assimilation of the key learning concepts.

Score Button: Shows the scoreboard where you can post team or player scores, as well as record incorrect answers and keep track of the team/player turns.

> **Recording points for correct answers**: After a team or player answers a question correctly you can manually increase their score by a predetermined number of points or use the random point selector (Start/Stop Button) at the bottom of the screen. Press the transparent right button next to the appropriate team or players name to advance a score by one point. Click the transparent left button to advance the 10s column. If you need to subtract points, you can scroll through the digits. It will go back to "0" after "9."

> **Random point selector**: Use this feature to determine the point value each question. Press the Start/Stop button once to start the random sequencing. Press the Start/Stop button again to stop the moving arrow, and determine the points earned. Suggestion: Just for fun, press the Start/Stop button once to begin the process and have the team or player instruct you to "STOP!" to determine their point score.

> **Three Strikes for Incorrect answers**: (optional feature)
> What and why? Three incorrect answers will eliminate a team from the game. The reason we include an elimination option to the game is that if you choose to award questions via a quick response, this option will deter a team or player from buzzing in before they have read the question or actually have an answer.

> How: If a team answers incorrectly, press the "Incorrect" button to give that team or player an "X." Three Xs will eliminate a team or player from the game.

Home Button: Returns to the main game grid to select another question.

- **BONUS ROUND SCREEN**
  Introducing the Bonus Round: Clicking the gold "Bonus Round" button on the main game screen will bring you to the team/player random selector. Teams or players choose a number from one to six (no duplicates) then roll the dice (Start/Stop button) to see who gets to play the round.

  Click "Continue" to move to the bonus round rules. This slide presents the Bonus game rules and the keyword category for the round. Click the "Position Player and Start Bonus" button to begin the round.

Playing the Bonus Round:

- o The Bonus Round is played by the team or player chosen by the random selector dice roll. Alternatively, you can allow the low scoring team to attempt a comeback or use the bonus round as a tiebreaker whenever needed.
- o One player is selected and must turn away from the screen prior to the round beginning (Prior to pressing the "Position Player and Start Bonus" button).
- o Teammates or the instructor, in the case of an individual player game, will have two minutes to provide a series of one-word clues to the guessing player. Derivatives of the bonus word cannot be used as clues. After each word is guessed correctly, the next word is be revealed until (6) words are guessed or the two minutes has expired.
- o When you click the "Position Player and Start Bonus" button, the first word immediately appears and the two-minute timer automatically starts.
- o Press the "Next Word" button to show subsequent words until all six are shown or (2) minutes have expired.
- o One point is awarded for each correct answer.
- o Again, the host or instructor can provide the word clues for individual player games.

Keep Talking Ice Breaker
This is a simple ice breaker designed to let participants introduce themselves for 30 or 60 seconds. Edit the rules to reflect your any new criteria. Select the appropriate introduction timer dependent upon your group size. Using the timers should help to keep you on schedule.

Game Introduction
A lively musical introduction is included to get your group excited about playing the game. It also features a slide in which team or player names can be introduced.

Prize Selector
At the end of a game it is common to award prizes. Prizes can of course range from fun gifts, "an extra coffee break" or high value awards, depending on your budget resources. Be creative and have fun with this feature.

Pressing the Back button on an award slide will return you to the selection slide to pick another (three available) award.

MOVING AROUND IN THE GAME
Use only the buttons provided in the game to move around in the game. Do not use {page up}, {page down} or the slideshow navigation buttons in the lower left corner of the screen.

Thank you for purchasing this product from Training Games, Inc. If you have any questions, problems or comments please contact Gary Trotta at (602) 750-7223.