

TRAINING

SENSIBILISATION SESSION PROGRAM

PREREQUISITES

- Reserve a conference room at the client premise for a group of 12 persons
- Invite through the client's representative all users, per group of 11 persons as well as the system administrator who need to participate to each session
- Availability of a video projector for PC and a high speed Internet connection
- The distributor's trainer carry his or her own laptop and an USB key with all presentations, for security or back-up purpose, as well as copies of the installation process for each participants and a case study corresponding to the function of each participant

OBJECTIVES

At the end of this activity, participants will have :

- Acquired knowledge about *Conferenceware* software functionalities
- Expressed types of application they plan to use and their reservations, if it is the case
- Precised their availability for installation on their workstation and for their initial training

PLAN

- *What is a WEBconference ?* [Presentation of a recorded demo](#)
- *Why to make WEBconference ?* [Presentation about applications](#)
- *What users think ?* [Presentation of use survey](#)
- *Round table about what they think about WEBconferencing and which applications they plan to use*
- *What are Conferenceware functionalities ?* [Presentation about functionalities](#)
- *What are the benefits of collaboration ?* [Presentation about synergy](#)
- *What are the next steps ?* [Implementation process description](#)
- *Do you have any questions or comments ?* Permit the expression of reservation
- Provide each participants with a case study per enterprise function corresponding to his or her own and indicate the address of Tele-efficiency Internet site;
<http://www.tele-efficiency.com>
- Confirm availability of each one for installation and initial training

DOCUMENTATION

- Case studies per enterprise function corresponding to each participant :
[Management](#), [Marketing](#), [Sales](#), [Production](#), [Service](#), [Personnel](#), [Finance](#)

DURATION

Approximately one hour