

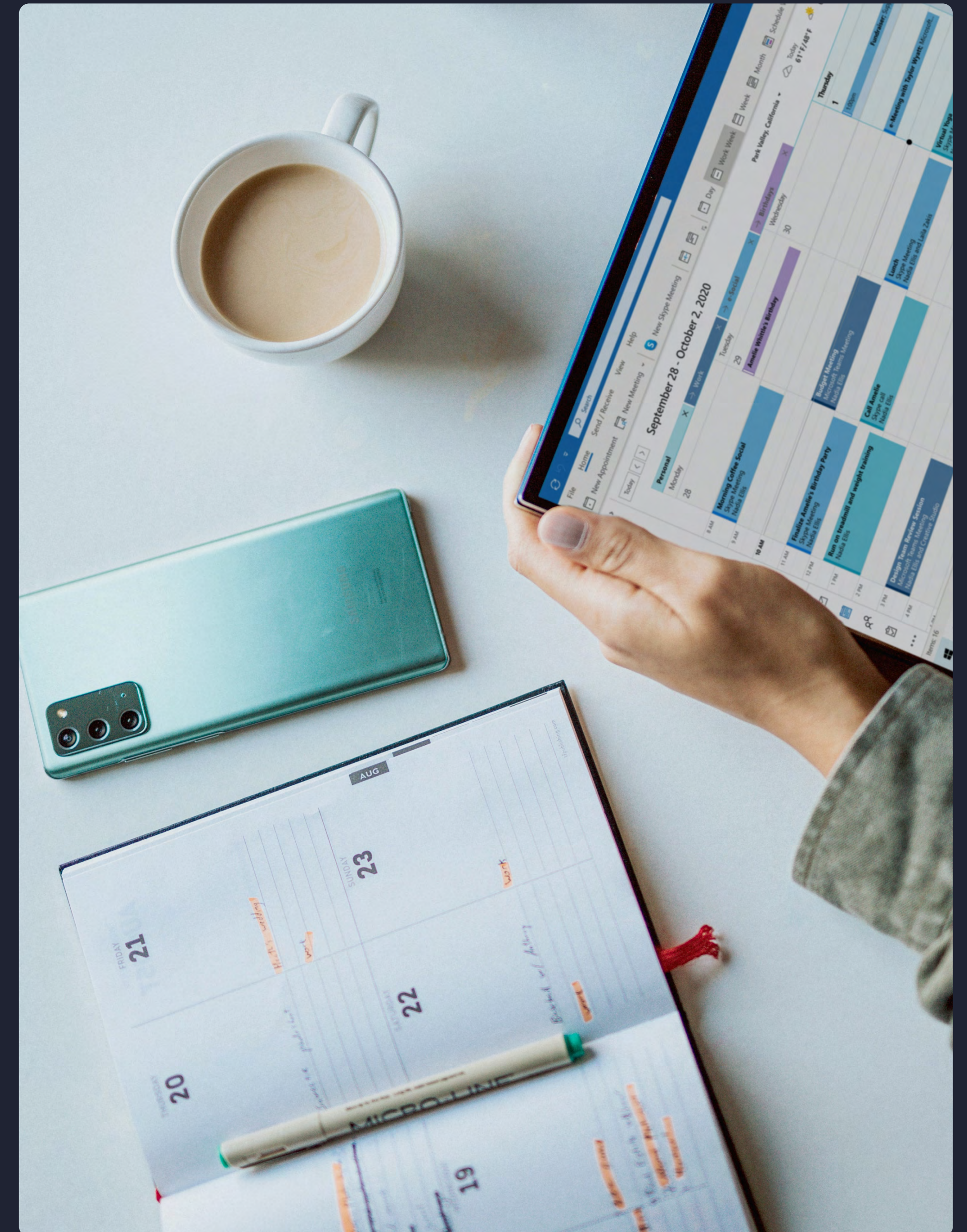
# 4-step training plan

Training is a critical aspect of successful product adoption. In this 4-step training plan, we outline the main things to think about when teaching others.

## STEP 1

# Preparation

- ✔ Schedule a training session with all meeting room users to introduce the new software.
- ✔ Prepare a detailed agenda for the training session.
- ✔ Ensure that all necessary equipment, such as projectors or screens, are available and functioning properly.
- ✔ Share user manuals or video tutorials on how to use the software before the training session.



## STEP 2

# Demonstration

Start the training session by demonstrating the software's features concisely:



### 1. Call launching

Show how to launch a call, how to invite the room, and how to control the call from the meeting room device.



### 2. Room calendar

Demonstrate the calendar, how to view meetings later in the day, and privacy view.



### 3. Shortcuts

Go over the types of shortcuts – apps, web links, network drives, and how to open them.



### 4. Cleanup

How to initiate room cleanup, ready for the next meeting; or delay cleanup if still working.



### 5. Personal sign-in

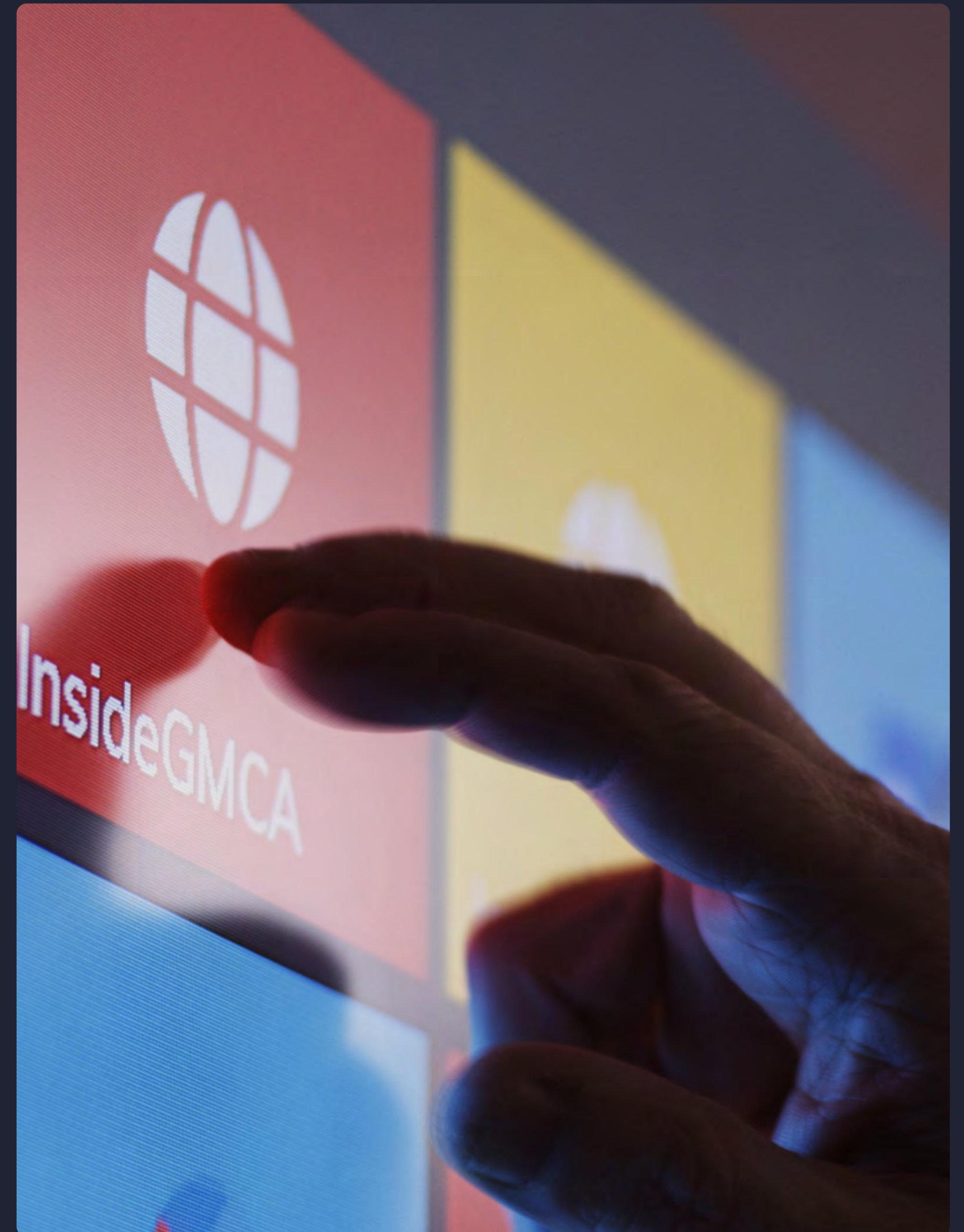
Demonstrate the mobile sign-in and the benefits of accessing personal OneDrive & Calendar.

 Encourage users to ask questions and provide examples of how they can use the software in their meetings.

## STEP 3

# Buy-in

- ✔ After the demonstration, encourage users to use the software in their upcoming meetings.
- ✔ Emphasize the benefits of using the one-touch call launcher, such as saving time, simplifying the meeting process, and improving the overall meeting experience.
- ✔ Provide positive feedback and recognize those who successfully integrate the software into their meetings.



## STEP 4

# Follow-up

- ✔ Follow up with users after the training session to address any issues or questions they may have.
- ✔ Provide ongoing support, such as additional training or troubleshooting, as needed.
- ✔ Monitor usage and provide periodic reminders or incentives to encourage continued use of the software.



# Useful links

If you've got any questions or would like more information, use the links below.

[Book a lesson](#) →

[Help with Launcher](#) →