



Waypoint Global Suite **Training Manager Virtual Classroom**

Course Mission:

The mission of Waypoint Global's Training Manager virtual classroom training course is to provide a comprehensive understanding of the Training Manager software application. Participants will learn how to enable training on documents, assign training administrators, assign trainers and trainees to a document, and assign trainees to multiple documents at a time.

Prerequisites:

You should have knowledge of the Waypoint Global Suite Desktop, Document Manager, keyboard skills and basic Microsoft Windows® experience.

Audience:

This course is designed for Waypoint Global Suite Desktop/Document Manager administrators and other administrator users responsible for training seeing activities are completed or those performing training activities.

Format:

Virtual classroom training via GoToMeeting

Topics Covered:

- Administrative activities include:
 - Identifying trainers,
 - Setting default training target date windows
- Enabling training on documents
- Assigning Training Administrators, trainers, and Trainees
- Completing self-train documents
- Recording training results for Trainer-led training
- Recording results for required demonstration of competence
- Mass assigning multiple trainees to multiple documents at one time
- Assigning fresher training requirements
- Generating general or detailed reports

Course Length:

One class
2 hours

Cost:

\$150 USD per person

Contact

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