

## External Training Checklist

### *Technical*

- 1 Is an internet connected PC available for every trainee?
- 2 Does each trainee have a unique login to their training PC (or the local network, depending on local configuration)?
- 3 The route to the server from the training PCs should bypass any proxy servers to avoid caching problems.
- 4 Does each PC have a web browser and MS Office (at least Word and Excel) installed ?
- 5 Has each trainee access to their own documents or, alternatively, are they able to upload files onto the training PC (e.g. via floppy disk or USB key)? (If not, unique sets of dummy training files should be added to each training PC prior to the training course.)
- 6 Is an LCD projector available for presentation / demonstration purposes?
- 7 A PC or laptop should be connected to the LCD projector (the Business Collaborator trainer will **not** provide a laptop as it will be difficult to connect to a corporate network.)
- 8 Can the display on the PC connected to the LCD projector be controlled to optimise it? (e.g. to increase or decrease the screen resolution)
- 10 Will the trainees have sufficient permissions on the training PCs to install the Business Collaborator ActiveX components (for Drag and Drop and Edit)? (If not, this should be pre-installed.)
- 11 For use of Brava 5!, the Java 2 (JRE) and the Brava applet will need to be installed – either by the trainees or beforehand. (As Java 2 is a large download, it is recommended that it is installed before the course.)

### *General arrangements*

- 12 Are at most 10 people scheduled to attend the training course? (More than 10 trainees can't be given enough attention by a single trainer.)
- 13 Are all the trainees registered users on Business Collaborator? Do they know (or does the trainer) know their user names and passwords? (This is very important!)

- 14 Have refreshments / lunch for full day training been arranged to minimise time spent away from the training room?
- 15 Do any of the trainees' have special dietary needs? If so, these should be indicated to the person organising the catering as early as possible.
- 16 Have trainees been told the location and start time of the training? (Business Collaborator Training courses start at 9.30am by default or may start at 10am if trainees have a long distance to travel.)
- 17 Is there a technical contact who can resolve hardware or network issues on the training day?