

## SharePoint Train-the-Trainer Training

<b>Course Description:</b>	This hands-on course will create subject matter experts who will be able to provide user training within their local area. Participants will navigate the Employment and Career Division (ECDD) site and its sub-sites, practice using the tools available within SharePoint. Participants will receive training materials to be used when they conduct training within their local areas.
<b>Duration:</b>	6 hours
<b>Audience:</b>	Employment Security Department and WorkSource employees
<b>Objectives:</b>	Upon completion of this course participants will be able to: <ul style="list-style-type: none"><li>• Explain what SharePoint is and the value of using the tool within ECDD or WorkSource offices.</li><li>• Convey the benefits of using document libraries, calendars, and lists to receive and organize information.</li><li>• Demonstrate how to establish customized alerts when information is updated on the site.</li><li>• Deliver SharePoint training within their local area.</li></ul>
<b>Authorization:</b>	Administrators and supervisors manage employee registration, travel arrangements, and work schedules.
<b>Prerequisites:</b>	Participants must have network access to the Employment Security Department (ESD) backbone.
<b>Refreshments/Meals:</b>	On your own
<b>Special Needs:</b>	Notify us at <a href="#">ESD GP ECDD Training Academy</a> if you need an accommodation.
<b>Registration:</b>	<a href="#">E-Train</a>
<b>Class Size:</b>	Classes limited to 15 participants.
<b>Schedule:</b>	<a href="#">ECDD Training Calendar</a>  Additional classes may be scheduled at worksite upon request.