

Polycom® Honors Advantage Program Training Schedule 2012

Training Modules (60 minutes each)

Videoconferencing 101 – February 22, 2012 from 4:00 – 5:00 ET

- Equipment Operations Overview: Become acquainted with basic equipment functionality and troubleshooting techniques. Examine operation of cameras, microphones, multi-media features and other peripherals
- Video Etiquette: Discover appropriate protocol and basic fundamental skills to maintain professionalism, continuity, and flow so a session runs smoothly and the distance disappears.
- Visual Design Principles: Sharing content with remote sites requires knowledge of videoconferencing design elements to ensure successful visual representation of information.

Test date: February 15, 2012 from 2:00 – 3:00 ET

Videoconferencing 202 – May 16, 2012 from 4:00 – 5:00 ET

- Instructional Design and Delivery: Delivery of excellent instruction at a distance is dependent upon the instructor's ability to engage the student/trainee. Learn key techniques that can greatly improve quality of learning and eliminate the feeling of distance. As an instructor explore course and session management issues such as evaluation/assessment, discipline procedures, communication protocol, establishing ground rules, tutoring, missed class procedure, copyright, and how to handle multipoint classes.

Test date: May 9th, 2012 from 2:00 – 3:00 ET

Applications and Resources – August 22, 2012 from 4:00 – 5:00 ET

- Applications/Resources: Explore applications used within the education world to gain understanding of how videoconferencing technology can benefit your organization. Explore valuable resources and learn about other successful programs.
- Collaborative Projects: Videoconferencing fosters opportunities to connect, learn, and solve problems. Explore good basics for planning collaborative connections.

Test date: August 15, 2012 from 2:00 – 3:00 ET

Administrative Boot Camp – November 20, 2012 from 4:00 – 5:00 ET

- Videoconferencing: What's In It for Me? Investigate a process for introducing and promoting the value and benefits of videoconferencing applications within an organization.
- Conducting Meetings and Presentations: Review techniques that will help you relax and boost confidence in managing a meeting or delivering a presentation over video. Feel comfortable using collaborative tools and peripherals to enhance productivity and communication.

Test date: November, 14, 2012 from 2:00 – 3:00 ET

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The number being used for the Honors Advantage training program and testing is IP# 192.148.244.154##4404. The test date/time is listed under each of the trainings sessions. You can call anytime between 2:00 – 3:00 ET. With a limited testing time, please make every effort to attend this test call. Once you have tested successfully from your site, you do not have to test again for other trainings.

Participants can join using one of the three methods listed below:

- Live: Dial 192.148.244.154##4404
- View via streaming video: www.polycom.com/education/honors
- Archive/on-demand: www.polycom.com/education/honors

If you have trouble connecting during the test or training please email Elaine.shuck@polycom.com.