Instructor Led Training Methodology

1. The intended audience for instructor led training is Equitrac employees and Channel Partners.
2. The goal of training is to provide students with a better understanding of the features, benefits and requirements of Equitrac Office and Equitrac Express. Discussions on the installation and trouble shooting process round out this goal.
3. Before attending this instructor led training, each student must complete a short introductory CBT. The purpose of the CBT is to provide an overview of the Equitrac Express and Office software and to familiarize the student with basic Equitrac terminology.
4. Instructor Led Training consists of 3 days, 8 hours per day, in a classroom environment, combining lecture and detailed hands-on exercises. Training topics and duration may be modified upon request.
5. The document **Outline for Equitrac Express or Equitrac Office** (05-Outline EEEO.doc) is an overview of the topics to be covered.
6. The document **Configure Classroom Environment** (03-Classroom Environment Setup.doc) provides a detail explanation of classroom requirements with respect to computer, network and printer configuration to successfully deliver the training. It is recommended that virtual operating software (for example, VMWare or Microsoft Virtual PC) be used for the server component to minimize any potential impact on classroom equipment.
7. All training materials are living documents and will be modified as needed.
8. Material is presented using four teaching methods:
    ➢ Theory using Microsoft PowerPoint Slide presentation.
    ➢ Instructor led exercises
    ➢ Additional hands-on exercises
    ➢ Quizzes – an open book, verbal review at the end of each chapter, with answers discussed in class.
9. Each attendee receives a printed copy of the Student Handbook, which contains the following information:
    ➢ Outline
    ➢ Printed copy of PowerPoint slide presentations.
    ➢ Instructor led and hands-on exercises.
    ➢ Chapter quizzes
    ➢ Equitrac Training CD