SCEIS Training Delivery

Instructor Checklist

Before the Training Session

____ Contact co-trainer/facilitator, if applicable, to discuss course delivery plans.
- Have a clear understanding of the course purpose and objective
- Be familiar with the overall course design and structure
- Know the course content (and know who to contact if you have any questions)
- Know the various materials to present the course content
- Be familiar with the instructor demonstrations and the hands-on exercises, as well as the data that you will use for these demonstrations and exercises

____ Confirm the number of course participants

____ Confirm room and the recommended room layout

____ A roster will be e-mailed to the Training Coordinator a day or two before the class from a member of the SCEIS Training Team.

____ Ensure you have the necessary directions and maps to training sites

____ If possible, visit the training facility a day or two prior to conduct a walk through to ensure appropriate knowledge of location, set-up, restroom facilities, vending machines, etc.

____ At the site visit, test access to the assigned training client from all PCs. If there is any required workstation preparation, be sure that it is completed prior to the class

____ Review Basic SAP Navigation course to prepare for any students who need extra help

____ Ensure you have the trainee ids for logging onto the system
- For desktop log on
- For System log on

____ Coordinate with the Facilitator on bringing extra pens for the sign-in sheet and for those rare occasions where trainees forget to bring one

____ Coordinate with Facilitator to ensure you have copies of the necessary forms including assessment forms, attendance/sign-in sheet, etc.

____ A training facility may change its safety clearance requirements (badges, safety video) without notice, make sure that you have required ID

Day of Training Session- Before Class Begins

____ Take a few additional copies of the Participant's Guide with you to each class.

____ Arrive at the site at a minimum of 1 hour before class starts.

____ Go to training room.

- Check to ensure that there are sufficient PCs, and LCD projector, etc.
- Turn on all the computers and verify they work
- Test the LCD projector and instructor PC to ensure they work. Test all trainee PCs to ensure that they all work; test log-ons on all PCs.
- Check the room layout. Adjust tables, chairs, etc., as necessary to enhance course delivery. Check lighting to make sure it is appropriate.

____ Display course name in the classroom (whiteboard, flip-chart, or via projector)

____ Distribute trainee materials at each work station.

- Handouts
- Exercises

____ Prepare Parking Lot on either flip chart paper or on whiteboard

____ Greet trainees as they arrive

Day of Training Session- During Course Introductions/Conduct Class

____ Introduce yourself and facilitator along with what their role is in the classroom,

____ Begin student self-introductions

____ Give location of restrooms, exits and canteens, if available

____ Set expectations and ground rules

____ Walk the trainees through the materials that they have at their stations including the tent cards, binders, courseware, etc. Have them put materials together (if you didn't do this for them) and walk them through the materials that they have so they understand it. Make sure that they know that these are their materials and that they may and should make notes as they deem necessary.

____ Review course prerequisites

____ Set course expectations - review course objectives and how they relate to student expectations

____ Write questions/issues on flip chart

____ If this is a multiple day course, verify where students can leave binders

____ Conduct class!

____ Don't stand in front of screen or with your back to students

____ Be sure to test for understanding- work through the Exercises and Review Questions

____ Show students how to use SCEIS Help to view both Glossary and End User transactions

____ Stress importance of using only designated course data

____ Explain that the training client has limited data and that it does not have the same data as production

____ Monitor exercise performance. Walk behind students and observe/assist as needed

____ Some transactions are done once- they can only be demonstrated

____ Stress importance of limited searches, as in production, since the system could be slowed significantly by a broad search

Key SCEIS Contacts

- **Password reset assistance or technical questions:**
  SCEIS Help Desk (803) 896-0001 (select option 1 for SCEIS help) or sceishelpdesk@sceis.sc.gov

- **Other SRM 7.2 training related questions:**
  SCEIS Training training.sceis@sceis.sc.gov
  Tracy Powers 803-832-8142 or 803 206-2367; tracy.powers@sceis.sc.gov

After The Training Session

____ Assist Facilitator in cleaning up the room and whatever is necessary to return it to its original state.

- Throw away cups, bottles, etc
- Collect paper clips, pens, pencils, etc.
- Turn off all equipment (trainee PCs, instructor PC, LCD, etc.) as appropriate
- Turn off lights, etc.

____ Inform the Site Coordinator of departure and report any equipment malfunctions or issues

____ Sign your paper roster and give to the Training Coordinator (if applicable)

____ Identify students you believe may need additional training and what training is needed. Discuss within your agency how you might schedule and conduct additional training

____ Send or email parking lot issues, outstanding questions, performance impacts, feedback, etc to the SCEIS Training Team