

MAXIMIZING TRAINING ASSET VALUE – *HANDS-ON WORKSHOP*

WORKSHOP OVERVIEW

Global Collaboration Partners LLC offers various on-site workshops for Training Managers, Systems Administrators, HR personal and EHS leaders requiring complete and comprehensive instruction on all GCP Digital Assets. Maximizing Training Asset Value –

Hands-on Workshop features a classroom discussion, comprehensive course materials, and hands-on experience in a professional environment. Our mission is to get the training assets to the people in your organization who will be able to extend its value in ways no one has even thought of yet.



OUR WORKSHOP WILL PROVIDE:

- ☑ Focused, practical instruction to get your key employees deeply engaged
- ☑ How to manipulate the Content for the desired learning impact
- ☑ Best practices and insider tips for using your Digital Assets Library
- ☑ Have all of your questions answered by our on-site e-learning guru
- ☑ The ability to adapt the Course delivery method, create Course modifications, and generate a company specific internal marketing plan.

WORKSHOP CURRICULUM

MORNING SESSION:

- 1) Understanding the GCP Digital Assets Library
 - a. Understanding the Course file structure
 - b. Discuss files types and content management best practices
 - c. Milestone Project: Mapping Digital Assets to your training needs
- 2) Using the GCP Digital Assets Library with your LMS
 - a. How does your LMS interact with the Course shell
 - b. Understanding what the course controls vs. the LMS
 - c. Reviewing the AICC/SCORM parameters
 - d. Milestone Project: Uploading a course to your LMS system
- 3) Using the GCP Digital Assets Library with your website/intranet
 - a. Explore the hows, whens, and whys of intranet delivery
 - b. What's the learner's experience and how it differs from LMS delivery
 - c. Milestone Project: Uploading a course to your intranet and create an interface page
- 4) Using the GCP Digital Assets Library for CD-ROM delivery
 - a. Explore the hows, whens, and whys of CD-ROM delivery
 - b. What are the best practices of CD-ROM delivery?
 - c. Understand the technical file structure
 - d. Milestone Project: Creating a course for CD-ROM delivery



- 5) Using the GCP Digital Assets Library for stand-up training
 - a. Maximizing the use of the storyboard assets
 - b. Playing Flash outside of the course
 - c. Milestone Project: Incorporating photos into PowerPoint
 - d. Milestone Project: Incorporating audio into PowerPoint
 - e. Milestone Project: Incorporating Flash into PowerPoint



AFTERNOON SESSION:

- 6) Course Content Customization
 - a. Flash and XML basic overview
 - b. Review all of the changes that can be made quickly and easily to the courses
 - c. Milestone Project: Adding your own images to the course
 - d. Milestone Project: Modifying the Lesson Quiz to reflect organization needs
 - e. Milestone Project: Inserting your company policy on any page
 - f. Milestone Project: Adding or removing course screens
- 7) Course Player Customization
 - a. Understanding all of the modifications that are available in the Course player shell
 - b. Milestone Project: Adding pre- and post-test components
 - c. Milestone Project: Modifying the course navigation
 - d. Milestone Project: Changing the course passing threshold
 - e. Milestone Project: Adding your logo to the course completion certificate
- 8) Organization Integration Planning
 - a. Discuss change management strategies
 - b. Developing realistic objectives for Course integration and usage
 - c. Milestone Project: Customizing the internal marketing plan provided by GCP to maximize Course usage and acceptance



CONTACT GLOBAL COLLABORATION PARTNERS AT:

- NEW YORK: (646) 415-8002
- DENVER: (303) 325-5889
- LOS ANGELES: (213) 291-3072



General Workshop Terms & Conditions

Registration:

Registration is simple. When you purchase the GCP 2007 Course Library you can decide if you would like to schedule a one day, two day or three day training session covering the topics above. It's that easy.

Prerequisites:

Our Maximizing Training Asset Value – Hands-on Workshop courses require a laptop or desktop computer with the following specifications.

Microsoft Windows 2000 or XP, Internet access, Web browser installed with access to install software
Accessories: CD Rom drive and USB port

Course Confirmation and Cancellation:

A confirmation letter will be sent out approximately three weeks prior to the start date of the course. Please inform GCP of any cancellations at least two weeks prior to the start date of the course.

Disclaimer:

GCP reserves the right to cancel any course two weeks in advance. All schedules and fees are subject to change.

Training Agreement:

All information (including but not limited to data, know-how, trade secrets, methods and procedures, designs) provided to the Attendee in connection with the hands-on workshop, are proprietary to Global Collaboration Partners LLC (collectively "GCP").

This information shall remain the property of GCP and shall only be used by the receiving organization in connection with the operation, service, repair or maintenance of GCP Courses or Digital Assets.

The receiving organization understands the proprietary nature of the information and agrees to take every reasonable precaution to protect such information from disclosure to third parties. The receiving organization will not copy or reproduce any written material provided to the attendees in connection with the hands-on workshop for distribution outside their company.

The class size is limited to 8 people per workshop. A second class will be scheduled for any attendees above the limit. Each workshop day will be limited to 8 hours and 30 minutes. \$250.00 per hour or fraction thereof will be automatically charged for any for any time beyond 8 hours and 30 minutes.

The cost of the Maximizing Training Asset Value – Hands-on Workshop is defined below and must be paid in full prior to the start of the class.

Item	Description	Cost
One Day Workshop	On-site delivery of the Maximizing Training Asset Value – Hands-on Workshop is provided as defined above	\$2,500.00
Two Day Workshop	On-site delivery of the Maximizing Training Asset Value – Hands-on Workshop is provided as defined above	\$4,500.00
Three Day Workshop	On-site delivery of the Maximizing Training Asset Value – Hands-on Workshop is provided as defined above	\$6,000.00
Travel Expense	Travel per single location where training is delivered	\$750.00
Per-Diem Expense	Cost per training day	\$250.00