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#Jenny



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Cool! I'am really happy

#Markus Jensen



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#Diego Butler



so many fake sites. this is the first one which worked! Many thanks

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Training Documentation Template

Thinkfinity  Vericon Thinkfinity
Training Plan Template

PART 1: Planning Ahead

Identify a Need - What are the needs of your school/educational organization?

School/Client/Educational Organization Needs (Based on data, strategic plans, professional development needs, etc.)	

Determine Content - What will you offer to training participants?

Session ID	Thinkfinity User Training ID	Thinkfinity Name	Training Time Frame
Audience			
Customization Elements (Grade level, content area, topics, etc.)			

Set It Up - Logistics, Part 1

Training Location	
Site	Time
Site Contact/ Technical Support	Contact Phone/ Email
Equipment Available: (Do you have the equipment needed to train the instructor and the participants? Are there other needed supplies for small group activities? Provide? Does the room have an interactive whiteboard? Is there a whiteboard/projector?)	
Software, Programs, Materials: Check for specific software and programs that will be accessed during the training. Determine what is needed for installation/ download, and determine what is needed to provide technical support if necessary.	

Set It Up - Logistics, Part 2

Registration Process within School/Client/Educational Organization: How will participants register with their organization for the training? (This is not the Vericon Thinkfinity registration process.)
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