

# Make it easy for your teachers to attend training courses, wherever they are.

Providing training sessions for your teachers is a difficult task where and when to hold the sessions is always met with concerns.

Webex makes it easy to increase course attendance, while reducing travel time. Trainings over video conferencing still provide the social networking aspect of a face to face session.



## PRO TIP

Remember to record your session so you have it for future reference. You can share the link for those who missed the training session.

### **1. Arrange the session:**

Confirm a mutually agreeable date for the training session, making it known that teachers can join from anywhere, even at home.

### **2. Preparation:**

Take the time to prepare an agenda, gather any training documents and materials needed for the session. Consider sharing a “How to use Webex” with the training invitation.

### **3. Send the invite:**

Simply invite everyone to join you in your Webex Meetings room at the agreed date and time (the link to join will stay in their calendar). Don't forget to add your agenda and documents to the invitation.

### **4. Training time:**

Click the link in your email invite or join from your Webex Teams app. Make sure to join 10 mins early, so you can welcome people as they join.

### **5. Create a follow-up Space:**

To continue the conversation, use Webex Teams as one place to keep the conversation rolling. You could also use Webex Teams during the live event to collect questions and comments too.

Enable your teachers to attend a professional development course from the comfort of their own homes.

**Cisco** Webex