

Centra Symposium Boot Camp for Leaders and Content Developers

Overview

Centra is committed to providing comprehensive education and training programs and services to meet your needs. Our goal is to ensure customer satisfaction in the use of Centra's products for the delivery and management of online enterprise learning and collaboration

Centra Symposium Boot Camp for Leaders and Content Developers is a two-day physical classroom session covering aspects of developing, deploying, and delivering sessions using Centra Symposium. It includes hands-on practice using Centra Symposium tools.

Topics include:

- Development considerations
- Using Agenda Builder to create an Agenda
- Creating Subjects and Events
- Uploading an Agenda
- Modifying content
- Symposium session management
- Working with the leader interface
- Working with tools including application sharing, breakout rooms, and so on

Considerations on adapting existing content and managing user accounts are also discussed.

Objectives

Upon completion of this session, the participant will be able to:

- Describe the basics of the Symposium environment
- Design and develop content for a Symposium session
- Identify considerations related to the development of materials for use with Symposium
- Use Agenda Builder to sequence a presentation and maintain existing agendas
- Deliver a session using Centra Symposium
- Use Symposium tools to enhance the delivery

- Use collaborative features to involve participants
- Schedule events and maintain user accounts in the Symposium environment

Audience

This Boot Camp is recommended for course developers, content builders, instructional designers, instructors, session leaders, and presenters.

Prerequisites

It is expected that attendees have participated in a Symposium event.

Participants should be able to:

- Create a PowerPoint presentation
- Use a PowerPoint template
- Access the Internet

Duration

Two days of physical classroom training.

Hands-On Practice

Participants will have the opportunity to practice both development and leader techniques during the course of the Boot Camp.

Location

- Boot Camps are held for private audiences and are delivered onsite at a customer location(s).
- In addition, publicly offered Boot Camps are scheduled regularly at Centra Headquarters in Lexington, MA.

Onsite Boot Camps

Onsite Boot Camps require customers to have an appropriate physical classroom set up with access to a Centra Symposium server.

The assigned Instructor will review the setup for the onsite Boot Camp with the customer contact to ensure availability of materials, facilities, and equipment.

Instructional Professionals

Centra Boot Camps are delivered by highly-qualified, experienced instructional professionals with many years of teaching experience in both the physical and virtual classroom. In addition, all instructors have instructional design and development background.

Materials

Each student in a public or private Boot Camp receives:

- A Student Handbook
- An accompanying CD

Customers may purchase additional Education Materials at www.centra.com/education under Education Materials.

For More Information on the Centra Symposium Boot Camp for Leaders and Content Developers...

Please contact Centra Education and Training at 781 994-1080 or training@centra.com and we will be happy to provide you additional information or respond to your questions.