On-site Training Needs

For your users to get the most out of on-site training classes, we suggest that you consider the needs of your users when selecting the environment for your classes. We recommend that the training room meet the following standards:

Student computers

- Each student must have a computer.
- Each computer must be capable of running the software.
- As a minimum for Windows, we suggest a 233-MHz Pentium II-class computer, 200MB of free disk space, and a 17-inch monitor.
- For Solaris, we suggest a SparcStation-5 or Ultra 5 class machine, with 200MB of free disk space, and a 17-inch monitor.

Software

- The software (such as FrameMaker 7, Acrobat 6.0, Illustrator CS, Photoshop CS, or XMetaL 3.0 or 4.0) must be loaded and ready to use.

Work surfaces

- Desks or work surfaces should have enough space for the computer, as well as workbooks and notepads.

LCD Projector and projection surface

- The training room must have an LCD projector and a projection surface.
- Preferably, the projector should be XGA native resolution, 1024 X 768 pixels.
- The projection surface should allow the LCD projector image to be easily seen by all students

White boards and flip charts

- The training room should have a white board.
- A flip chart is optional.

Training room size

- The training room must be large enough to allow room for the instructor to walk around and observe and interact with students as the class progresses.

Distractions

- The training room must be free of interruptions, telephones, and other distractions.

Comfort considerations

- The training room should have adequate ventilation and the temperature should be comfortable.

Directions

- Directions to the training room must be clearly marked or printed on handouts.

Installation of training files

- Special training files must be installed on each student's workstation prior to class. These files will be e-mailed to the contact person (as listed on the invoice) prior to the class.
- If write permissions to each student's workstation are controlled by IT/IS personnel, or if the workstations are controlled from a central server, IT personnel must be available to create a directory in which the files can be uploaded and then downloaded to each workstation.

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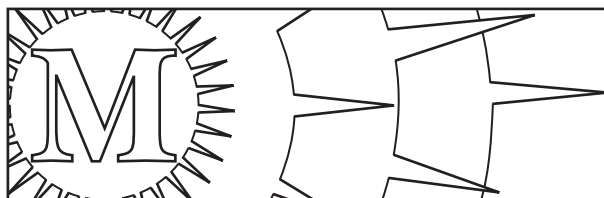
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