

Train the Trainer–TTT 200

This **advanced** course is designed to provide skills that will assist an experienced system user in becoming a champion user, train others on product functionality, and become “express support” for internal and external users. *Each student will be required to complete a precourse evaluation and demonstrate an acceptable level of knowledge prior to course admission.* Upon completion of the course, all students must complete a certification test. The test must be completed with a passing grade to become a certified Autodesk® Constructware® Trainer.

Objective

This **advanced** course is designed to train your employee to become a champion user or administrator, train others on product functionality and become “express support” for internal and external users.

Upon completion of this course, attendees will be able to

- Provide instruction in all aspects of the application
- Assess the technical hardware and software needs required for successful rollout
- Guide your organization in the adoption and acceptance of Constructware
- Serve as product support
- Implement best practices learned from other participants
- Identify key employees within the Constructware organization who can provide support and assistance in solving any challenges encountered

Why attend?

Participation in the Train the Trainer course equips participants with the knowledge needed to support an organization in its use of Constructware. In addition to product knowledge, attendees have exposure to the Constructware corporate culture, meeting the executive team and other members of the company. All attendees benefit from networking with each other during the week of activity, borrowing and sharing best practices. Clients that have achieved great success using Constructware have participated in the Train the Trainer program.

Who should attend?

The Train the Trainer program is designed for experienced users of Constructware who will have support the application internally and externally in the organization. A pretest is required to qualify for attendance. Operations professionals, IT professionals, and administrative/support personnel can all benefit from this course. Individual who manage the Constructware database should attend.

The agenda for the four-day course is as follows:

Day One	Topics
8:30–9:00	Welcome, Course Introduction and Goal Setting
9:00–10:50	Constructware Implementation Best Practices
10:50–11:00	Break
11:00–11:15	Feedback/ Help
11:15–11:45	Data Maintenance / Company / User Accounts & permissions / Quick User Setup
11:45–2:00	Project Information
12:00–1:00	Lunch (brought in)
1:00–2:15	Project Information
2:15–2:30	Break
2:30–3:15	Bid Management
3:15–4:00	Personal Organizer
4:00–4:30	Form Letters
4:30–5:00	Homework/Study Hall (optional)
Day Two	Topics
8:30–9:30	Product Review, Goal Plan Review and Test
9:30–9:40	Break
9:40–12:00	Document Management Modules
12:00–1:00	Lunch
1:00–2:15	Document Management Modules
2:15–2:25	Break
2:25–3:15	Document Management Modules
3:15–4:00	File Director
4:00–4:15	Break
4:15–5:00	Bookmarking & Templates
6:00–7:30	Dinner
Day Three	Topics
8:30–9:30	Product Review, Goal Plan Review and Test
9:30–9:40	Break
9:40–11:00	Create Cost Code Templates / Ledger Templates
11:00–11:10	Break
11:10–12:00	Create Cost Code Templates / Ledger Templates
12:00–1:00	Lunch
1:00–1:30	Routing
1:30–2:15	Import Budget

Day Three (Cont.)	Topics
2:15–2:25	Break
2:25–3:15	Markup Formulas
3:15–4:30	Module Customization
4:30–5:00	Homework/Study Hall (optional)
Day Four	Topics
8:30–9:15	Product Review, Goal Plan Review and Test
9:15–10:00	Overview of Cost Management
10:00–10:10	Break
10:10–12:00	Cost Management Modules
12:00–1:00	Lunch
1:00–2:30	Cost Management Modules
2:30–2:40	Break
2:40–4:30	Cost Management Modules
4:30–5:00	Custom Reporting

Price

The cost of the four-day Train the Trainer course (TTT 200) is \$2,495 per person.

Attendee is responsible for travel expenses (including all meals, lodging, transportation, and so forth). Course fee includes a Train the Trainer Manual.

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