

Onsite Training Schedule

Client: Cumberland County 5 day Training With Work Group

Day One - Administrative Training

Time	Topic	Attendance
9:00 am - 12:00 pm	Admin Training System Admins Only	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 4:00 pm	Admin Training	

Day Two

Time	Topic	Attendance
9:00 am - 9:30 am	Site Introduction	
9:30 am - 10:30 am	Document Center	
10:30 am - 11:00	Archive Center	
11:00 am - 11:30 pm	Notify Me	
11:30 am - 12:00 pm	Calendar	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 1:30 pm	News Flash	
2:00 pm - 2:30 pm	Alert Center	
3:00 pm - 3:30 am	FAQ's / Quick Links	
3:30 pm - 4:00	Q & A	

Day Three

Time	Topic	Attendance
9:00 am - 10:00 am	Jobs	
10:00 am - 10:30 am	Bids	
10:30 am - 11:00 am	Facilities	
11:00 am - 11:30 am	Activities	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 2:30 pm	Form Center	
2:30 pm - 4:00 pm	Request Tracker / Forms attached to RT	



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Day Four

Time	Topic	Attendance
9:00 am - 9:30 am	Photo Gallery	
9:30 am - 10:30 am	Resource and Staff Directory	
10:30 am - 11:00	Info Advanced	
11:00 am - 11:30 pm	Agenda Center	
11:30 am - 12:00 pm		
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 1:30 pm	Page Training	
2:00 pm - 2:30 pm		
3:00 pm - 3:30 am		
3:30 pm - 4:00		

Day Five

Time	Topic	Attendance
9:00 am - 12:00 PM	Pages Work Groups and one on one training	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 4:00 pm	Pages Work Groups and one on one training	