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Identify specific user groups who may need extra assistance in understanding the direct benefits of Cisco Unified MeetingPlace.

**Worksheet 4: Continuing Training and Providing Information**

Perform the tasks in this worksheet starting in the third week in which you have the Cisco Unified MeetingPlace system.

**Table: Worksheet 4: Continuing Training and Providing Information**

Task	Owner	Status	Notes
<b>Pre-Training Tasks</b>			
1. Send an e-mail blast once a month to all users with training opportunities.			
<b>Training Development Tasks</b>			
2. Begin a departmental strategy (for deeper deployment):			
• Identify top departments:			
• Identify the managers in the top departments:			
• Identify the top users in the top departments:			
• Define 3 to 5 specific department application stories. These stories guide demonstrations, presentations, and training:			

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<ul style="list-style-type: none"> <li>• Create appropriate leave-behind materials for the department.</li> </ul>			
<ul style="list-style-type: none"> <li>• Create a demonstration or other appropriate presentation format for the department.</li> </ul>			
<ul style="list-style-type: none"> <li>• Distribute any application stories from other customers in the same department.</li> </ul>			
<ul style="list-style-type: none"> <li>• Assign an expert buddy to each department to answer questions.</li> </ul>			
<b>Post-Training Tasks</b>			
3. Determine the next departments with which to work:			