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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
Pre-Training Tasks			
1. Send an e-mail blast once a month to all users with training opportunities.			
Training Development Tasks			
2. Begin a departmental strategy (for deeper deployment):			
<ul style="list-style-type: none"> • Identify top departments: 			
<ul style="list-style-type: none"> • Identify the managers in the top departments: 			
<ul style="list-style-type: none"> • Identify the top users in the top departments: 			
<ul style="list-style-type: none"> • 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"> • Create appropriate leave-behind materials for the department. 			
<ul style="list-style-type: none"> • Create a demonstration or other appropriate presentation format for the department. 			
<ul style="list-style-type: none"> • Distribute any application stories from other customers in the same department. 			
<ul style="list-style-type: none"> • Assign an expert buddy to each department to answer questions. 			
Post-Training Tasks			
3. Determine the next departments with which to work:			