

Main page: [Cisco Unified MeetingPlace, Release 7.0](#)

Up one level: [Planning Your Deployment](#)

You can choose from a variety of training experiences, such as end-user training, which takes place in an online environment, and e-learning modules, which allow users to learn at their own pace.

Worksheet 3: Training with the Quick Start Materials

You can choose from a variety of training experiences, such as end-user training, which is conducted by training experts and takes place in an online environment, and e-learning modules, which allow users to learn at their own pace.

Perform the tasks in this worksheet in the second and third weeks in which you have the Cisco Unified MeetingPlace system.

Table: Worksheet 3: Training with the Quick Start Materials

Task	Owner	Status	Notes
E-Mail Campaign			
1. Begin an e-mail campaign about tips on using the Cisco Unified MeetingPlace system:			
<ul style="list-style-type: none"> Send one Cisco Unified MeetingPlace tip each week for six weeks. Send these on the same day of the week. 			
<ul style="list-style-type: none"> Send one Cisco Unified MeetingPlace application each week for six weeks. Send these on the same day of the week. 			
Marketing Strategy			
2. Choose one of the following on-site marketing strategies:			
<ul style="list-style-type: none"> All hands demonstration (a ten-minute demonstration during a company-wide meeting) 			
<ul style="list-style-type: none"> Lunch demonstration (a non hands-on session) 			
<ul style="list-style-type: none"> Technology fair 			
<ul style="list-style-type: none"> Lobby presentation 			
End-User Training			
3. Plan end-user training:			

Cisco_Unified_MeetingPlace,_Release_7.0_--_Training_with_the_Quick_Start_Materials

• Determine the dates and times for remote training classes.			
• Distribute training materials to the user community if necessary.			
• Send an e-mail reminder the day before the training with the training slides.			