

## Transforming education through innovative learning and collaboration

You need to feel comfortable using video technology as an administrative or instructional tool. Learning to integrate the equipment effectively into daily administrative activities and to transform academic instruction is vital for success.



In order to help ensure successful implementation and adoption, Polycom Academic and Instructional Training Professional Services are designed to fit your administrative, instructional, or other needs. Our training will give you the skills, resources, and opportunities needed to incorporate video conferencing technology successfully across your organization.

### Training Modules

#### Module 1

##### **Videoconferencing 101**

Teaching and learning:  
integration

- Benefits of video conferencing
- Equipment operations overview
- Video etiquette
- Applications and resources

#### Module 2

##### **Advanced Videoconferencing 201**

Teaching and learning:  
pedagogy of distance learning

- Instructional design and delivery
- Supporting curriculum / discipline
- Course and session management

#### Module 3

##### **Effective Business Collaboration**

- Equipment orientation
- Video etiquette
- Conducting effective meetings and presentations
- Applications and resources

*The units below have been combined into several 3-hour modules designed to address your comprehensive academic and administrative applications. Each module is delivered virtually. On-site training or module customization can be explored to fit your specific needs.*

##### **Benefits of video conferencing**

Investigate a process for introducing and promoting the value and benefits of videoconferencing applications within an organization.

##### **Equipment operations overview**

Become acquainted with basic equipment functionality and troubleshooting techniques. Examine operation of cameras, microphones, multi-media features and other peripherals.

##### **Video etiquette**

Discover appropriate protocol and basic fundamental skills to maintain professionalism, continuity, and flow so a session runs smoothly and the distance disappears.

##### **Applications and resources**

Understand applications used within education, government, healthcare, or business to gain understanding of how videoconferencing technology applies to and benefits your organization. Explore valuable resources and programs.

##### **Instructional design and delivery**

Delivery of excellent instruction at a distance is dependent upon the instructor's ability to engage the student/trainee. Learn key techniques that can greatly



*“A new way of teaching,  
of meeting, everyone  
feels they’re in the room.”*

Christophe Retourna, Digital Project  
Manager, European University of Brittany

improve quality of learning and eliminate the feeling of distance whether delivering live or on-demand instruction.

#### Supporting curriculum/discipline

Explore many educational opportunities and virtual field trip offerings both nationally and abroad which enhance curriculum. Focus on resources for finding available programming and content specific to current subject matter. Discover how to find an expert such as an author or professional practitioner and develop domestic or international collaborative partnerships. Review best practices in effective curriculum integration, event scheduling, class preparation, and content sharing.

#### Course and session management

As an instructor examine course and session management strategies, issues and best practices such as communication protocol, evaluation and assessment, and student support.

#### Conducting effective meetings and presentations

Review techniques that will help you relax and boost confidence in managing a meeting or delivering a presentation over video. Feel comfortable using collaborative tools and peripherals to enhance productivity and communication.

In addition to academic and instructional training our Adoption Professional Services provide utilization training and tools to drive end-user awareness and minimize demand on your support resources. Visit us at [www.polycom.com/education](http://www.polycom.com/education) to learn more.

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#### About Polycom

Polycom helps organizations unleash the power of human collaboration. More than 400,000 companies and institutions worldwide defy distance with video, voice and content solutions from Polycom. Polycom and its global partner ecosystem provide flexible collaboration solutions for any environment that deliver the best user experience and unmatched investment protection.

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