

# ▶ Polycom Academic Training for Success – Honors Program

Polycom is committed to the successful implementation and continued integration of technology within your academic environment. Educators need to feel comfortable using technology as an administrative or instructional tool. Learning to use the equipment effectively, finding relevant content and assimilating the technology into daily administrative activities and classroom instruction are vital in fulfilling the potential of videoconferencing technology.



In order to ensure your success, we have created a variety of 60 to 90 minute training courses and modules that may be custom designed to fit your administrative, instructional or other needs. Our training will give educators the skills, resources and opportunities needed to incorporate videoconferencing technology into the learning experience.

Our goal is to be flexible enough to meet your needs. Training and consultative services will be delivered via videoconferencing unless other arrangements have been made.

## ***Videoconferencing Training Modules***

The Polycom Education Team will work with you to select from the following modules to design your customized training.

### **Equipment Operations Overview**

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

### **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 sharing content.

### **Applications and Resources**

Explore applications used within the education world, government, corporate organization, or healthcare field to gain understanding of how videoconferencing technology can benefit your organization. Explore valuable resources and learn about other successful 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 improve quality of learning and eliminate the feeling of distance. As an instructor explore course and session management issues such as evaluation/assessment, discipline procedures, communication protocol, establishing ground rules, tutoring, missed class procedure, copyright, and how to handle multipoint classes.

## **Video Etiquette**

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

## **Conducting 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.

## **Videoconferencing: What's In It for Me?**

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

## **Suggested Training Module Combinations**

### **Videoconferencing 101**

Videoconferencing: What's In It for Me?  
Equipment Operations Overview  
Video Etiquette  
Applications & Resources  
\*Supporting Curriculum/Discipline

### **Advanced Videoconferencing 202**

Supporting Curriculum/Discipline  
Instructional Design and Delivery

### **Pedagogy of Distance Learning**

Videoconferencing: What's In It for Me?  
Equipment Operations Overview  
Video Etiquette  
Instructional Design and Delivery  
\*Applications & Resources  
\*Supporting Curriculum/Discipline

### **Train the Trainer**

Videoconferencing: What's In It for Me?  
Equipment Operations Overview  
Video Etiquette  
Instructional Design and Delivery

### **Administrator Boot Camp**

Videoconferencing: What's In It for Me?  
Applications & Resources  
Conducting Meetings and Presentations

### **Business and Professional Applications**

Videoconferencing: What's In It for Me?  
Equipment Operations Overview  
Video Etiquette  
Conducting Meetings and Presentations

*\*Optional Modules Recommended*

## **What educators are saying about Polycom Academic Training for Success**

"When we first ventured into the videoconference world, the Polycom Education Team provided training, support and made suggestions for successful videoconferencing. My teachers had a wonderful experience using this technology from the beginning and are still using it. Thank you, Polycom Education Team, for opening exciting new experiences in technology integration".

