



# Polycom® Honors Program Training Schedule for Spring/Summer 2011

**Video Conferencing 101***February 23, 2011 from 4:00 – 5:00 ET*

Video Conferencing: What's in It for Me?

- Equipment Operations Overview
- Video Etiquette
- Applications and Resources

**Test date:** February 16, 2011 from 2:00 – 3:00 ET**Advanced Video Conferencing 202***March 23, 2011 from 4:00 – 5:00 ET*

- Supporting Curriculum/Discipline
- Instructional Design and Delivery

**Test date:** March 15, 2011 from 2:00 – 3:00 ET**Support Curriculum with Polycom's Collaborations  
Around the Planet***April 20, 2011 from 4:00 – 5:00 ET*

(CAPspace) – CAPspace is a K12 global social network that enables educators with H.323 video conferencing to connect with colleagues and peers to expand the reach of their classroom. Collaborations involve two or more classrooms connecting to share information and learn together. Since September 2009 almost 900 collaborations have been posted in CAPspace.

This 60-minute workshop will include:

- A tour of CAPspace
- Finding collaborations
- Creating collaborations
- Using the new "exploding projects" tool

**Test date:** April 13, 2011 from 2:00 – 3:00 ET**Pedagogy of Distance Learning***May 26, 2011 from 4:00 – 5:00 ET*

- Video Conferencing: What's in it for me?
- Video Etiquette
- Instructional Design and Delivery
- Applications and Resources

**Test date:** May 18, 2011 from 2:00 – 3:00 ET**Train the Trainer***June 8, 2011 from 4:00 – 5:00 ET*

- Video Conferencing: What's in It for Me?
- Equipment Operations Overview
- Video Etiquette
- Instructional Design and Delivery

**Test date:** June 1, 2011 from 2:00 – 3:00 ET**Administrator Boot Camp***July 20, 2011 from 4:00 – 5:00 ET*

- Video Conferencing: What's in It for Me?
- Applications and Resources
- Conducting Meetings and Presentations

**Test date:** July 13, 2011 from 2:00 – 3:00 ET

The number being used for Honors Trainings and testing is **IP# 192.148.244.154##4404**. The test date/time is listed under each of the trainings sessions. You can call anytime between 2:00 – 3:00 ET. We have limited testing time so please make every effort to attend this test call. If you test successfully from your site, you do not have to test again.

If you have trouble connecting during the test or Honors training please call Elaine Shuck at 605.720.0506

## Video Conferencing Training Modules

### 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 video conferencing 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 depends on an 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.

### Video Conferencing: What's in It for Me?

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

**Polycom Worldwide Headquarters**  
4750 Willow Road, Pleasanton, CA 94588  
1.800.POLYCOM or +1.925.924.6000  
[www.polycom.com](http://www.polycom.com)

