

Training Special Interest Group - Agenda

Wednesday 21st April 2004

at SAP – Clockhouse Place, Feltham, London



Please note times for starting and end of day. As with last time, we will start the day at 10:15.

1. 10:00 to 10:15 Registration and coffee
2. 10:15 to 10:20 Welcome and housekeeping
3. 10:20 to 10:30 Issues arising from last meeting (Bill)
4. 10:30 to 10:45 Introductions (30 seconds each!)
5. 10:45 to 10:55 SIG News - *Bill Batchelor (SIG Chair)*
6. 10:55 to 11:15 News from SAP Education - *Lisa Clarke (SAP)*
7. 11:15 to 12:15 **SAP Training Products**, Liz Baynton (SAP) – Liz, an SAP Education Strategy Consultant (ESC), will present on the following products:
 - The Learning Solution
 - SAP Tutor (SAP's simulation tool)
 - Infopak (RWD's documentation tool)

Liz will give an overview of each tool, key functionality and some examples of which customers use the tools and how they are used.
8. 12:15 to 1:00 Lunch
9. 1:00 to 2:00 **Training Clients** – Kevin Smale of Homebase will lead this session discussing how to structure and manage multiple SAP training clients for end user training, both when numbers are large and when they are more sporadic (post go-live)..
10. 2:00 to 2:15 Coffee
11. 2:15 to 3:15 There will be 20 minute sessions, as follows:
 - The Learning Solution - Mark Holder, HR Consultant (tbc)
 - SAP Tutor - Andrew Lord, SAP Product Consultant
 - Infopak - Ruth King, RWD

The 20 minute sessions will cover a demo of the tool with the opportunity to ask questions. Liz will also be available during this slot to field any general questions.
12. 3:15 to 3:45 AOB
 - 1) Training Manager Workshop (sponsored/facilitated by the "Talent Group")
 - May
 - 2) Super User Mini SIG – new date being identified in June to get good size group together
 - 3) Next Training SIGs
 - July xx 04 – need host
 - Tues 6th, Wed 7th or Thur 8th
 - Sept xx 04 – need host
 - Wed 22nd, Thurs 23rd, Tues 28th, Wed 29th.
 - Dec xx 04 – need host
 - Wed 1st, Wed 8th, Mon 13th, Wed 15th, Thur 16th
13. 3:45 Close

Training Special Interest Group - Agenda

Wednesday 21st April 2004

at SAP – Clockhouse Place, Feltham, London



**If you'd like to attend this meeting please confirm to:
Siobhan Romp**

siobhan.romp@sap.com

To ensure a mix of organisations and sharing of experiences, attendance is initially restricted to two delegates per organisation – if you wish to send more delegates, please advise Siobhán who will co-ordinate further delegates should the venue be able to accommodate.