

# Training Special Interest Group - Agenda

**Tuesday 28th September 2004**

**at Halfords – Redditch**



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 10:40 Introductions (30 seconds each!)
4. 10:40 to 10:50 Best Practice Guides (review of Super User Guide and volunteer(s) to develop Training best Practice guide from draft version)
5. 10:50 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 12:00 **Unilever** - Lynn Hall from will talk about their experiences of evaluating a training tool called **SoftSim** (which records whatever you are doing in an application) followed by group discussion on use of such tools and hints& tips on evaluating tools
8. 12:00 to 1:00 Lunch and networking
9. 1:00 to 2:15 **Unipart** – Denise Wheeler will talk about... “Change of focus from functional to process based training” followed by group discussions on topics and issues of how cultures can impact training programmes
10. 2:15 to 2:45 Coffee and networking
11. 2:45 to 3:00 Election of new SIG Chair (to take charge immediately)  
potential election of Vice Chair (to take over role at year end)

## New Chair will lead AOB

12. 3:00 to 3:30 AOB
  - 1) New Chairs welcome address
  - 2) Desire for any more ‘mini’ SIGS  
what topics  
offers to host
  - 3) Next Training SIGs  
Wed Dec 8th 04 – Unipart – Cowley, Oxfordshire  
dates for 2005 (potential hosts)
- 3:30 Close (and an emotional farewell from Bill !!!!)

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

[siobhan.romp@sap.com](mailto: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.