

The EMS CSM team will hold 3-day Fundamental Training several times this year: Upcoming dates are:

March 9 - 11, 2021

April 13 - 15, 2021

August 10 – 12, 2021

September 14 – 16, 2021

The sessions will be held three consecutive days and will run from 1pm-4pm ET. These will be **hands-on trainings**, and you will be able to either use our practice training site or your own site during the training. Please let us know which you prefer when you register.

The link to register is: <https://www.surveymonkey.com/r/SIMiQ2021>

Agenda for the 3-day Fundamentals Training for New SIMULATIONiQ users:

Session 1: Workflows, Cases and Scenarios and Assessments

- Discuss Your Objectives
- Overview
- Viewing activities, sessions from different roles
- Share your workflow:
 - Who is your population?
 - Are you running cases or scenarios?
 - Do you record debrief?
- Creating a SP case
- Creating Scenarios
- Creating Telemedicine Sessions
- Assessment options (including Survey)

Session 2: Scheduling Sessions and Using AV

- Review questions from Session 1
- Scheduling an SP case
- Using Blueprints
- Scheduling a Sim Scenario
- Team sessions
- Open sessions
- Using Monitor Session and Advanced View in a Session
- Using Practice / Edit responses
- AV for Scheduled Sessions and Ad Hoc recordings
- Health Check
- Preflight checklists
- DistanceSIM workflow

Session 3: Reports and Settings

- Review Questions from Session 2
- Address questions from Homework- show your workflow
- Pulling Score Reports and Data Export
- Pulling Utilization Reports/KPI

Session 3: Reports and Settings

- Sharing and Publishing Reports
- Setting up and using:
 - Organization Structure (Departments, learner groups)
 - User Management
 - Inventory Management
 - Parameters
 - Email templates
- How to Contact the Training and Support Teams