Agenda: SIMULATIONiQ™ Fundamentals Training
at EMS's Exton office
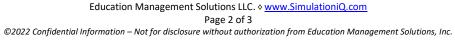
DAY 1:				
	Course	**Audience**	**Teaching Method**	**Location**
Morning 9am - noon	*Introduction to SIMULATIONiQTM* ▪ Web application Overview/ EMS Overview ▪ Capabilities/Navigation tools ▪ Accounts- Log in as each user type & complete session user activities ▪ Workflow discussion ▪ Discuss your needs, data requirements and anticipated outcomes ▪ Parameters to consider in advance [e.g., video access]	**Sim Center Director(s)** **Sim Center Staff** **Educators**	• **Demonstration** • **Hands-on application**	**Classroom**
LUNCH 12:00 – 1:00 PM				
Afternoon 1-4pm	*System Management* ▪ Create SP Cases ▪ Learner pre/post encounters ▪ Performance Assessment planning ▪ Create Scenarios	**Sim Center Director(s)** **Sim Center Staff** **Educators**	• **Demonstration** • **Hands-on application**	**Classroom**

DAY 2:				
	Course	**Audience**	**Teaching Method**	**Location**
Morning **9am - noon**	*Review of Day 1* *Hands-on MOCK Workflows:* Session scheduling: ▪ SP [session type = 1:1] & Team [session type = Team] Session auditing: ▪ Advanced view ▪ Monitor session ▪ Practice / edit responses Layering additional functionality and data: ▪ Selecting Inventory for a Scenario ▪ Creating surveys ▪ Incident Report ▪ Video Access	**Sim Center Directors** **Sim Center Staff** **AV/IT Technician** **Educators**	• **Demonstration** • **Hands-on application**	**Classroom**
LUNCH 12:00 – 1:00 PM				
Afternoon **1-4pm**	*Recording the Session* ▪ AV application training in the Control Room ▪ Recording SP Case Simulation ▪ Recording Scenario Simulation *Playing back Video and Debriefing* • Accessing video for debriefing • Creating and Applying Bookmarks • Video from the web application	**Sim Center Directors** **Sim Center Staff** **AV/IT Technician** **Educators**	• **Demonstration** • **Hands-on application**	**Classroom** **Control Room**

DAY 3:				
	Course	**Audience**	**Teaching Method**	**Location**
Morning 9am - noon	*Review of Day 2* • Blueprints • Custom Workflow Questions *Administrative Account Settings* ▪ Organizational Units and Learner Groups ▪ Inventory ▪ Email templates ▪ Parameters ▪ Task Access ▪ Administrative Reports (center utilization, et al) *Generating Data* ▪ Scores & Reports ▪ Data in / Data out – Sample Reports *Support and User Guides* *Follow up with any open items, questions, and review*	**Sim Center Director(s) Sim Center Staff Educators**	**Hands-on application**	**Classroom**

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