

# Leader Enablement Course Summary

**Course Title** - Basic Leader Introduction

**Course Length** – 2 Hours

**Course Summary** – This course will enable ThinkTank leaders to properly setup a ThinkTank session. This includes basic setup instructions and hands-on practice. Trainees will also receive basic session facilitation techniques.

**Prerequisites** – All course attendees must have access to a purchased ThinkTank license. All course attendees are required to have attended a ThinkTank demonstration and/or be familiar with ThinkTank prior to the course. If an attendee does not have prior ThinkTank knowledge, they must review a brief video overview of the ThinkTank product. The video link is available upon request. The recording will preview how to participate in ThinkTank's features.

**Course Preparation** – Trainees should have a computer available and must have a valid ThinkTank Leader License. Each trainee should log into their leader license **before** the class to ensure the license is working properly.


Trainees are asked to log into the Web Ex link provided for training at least 10-15 minutes prior to the start of the course. Timely arrival of all trainees will ensure a smooth start and allow the trainer to stay on schedule.

## Course Agenda Outline

### Part 1– View Session Set-Up

This portion of the training is non-participatory and will last approximately 45 minutes. Trainees will log into a WebEx session where they will be able to view the screen of the trainer. The trainer will demonstrate how to setup a ThinkTank session from beginning to end.

- Leader Login
- Finding Help
- Session List
- Creating a Basic Session
  - Session Settings
  - Agenda
  - Invitation
- Defining a Session Further
  - Direct URL / Pass Key
  - Review Session and Session Set-up
  - Add Documents
  - Roster
  - Activity Settings

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- Opening Sessions
  - Overview of Session's Look and Feel
  - Categorizer
    - Add Comments
    - Add Categories
  - Transfer Data
  - Voting Tools
    - Add Criteria to Multi-Criteria Vote
    - Move Participants to Results
    - Tips for Priority Vote and Multi-Criteria Vote
  - Action Planner
    - Add Action Columns
    - Customize Action Columns
    - Tips
  - Reports
    - Create
    - Customize
    - View

**Part 1 Take-Away** – The Trainee will have seen the basic details regarding session set-up. This will give them the knowledge to create a basic ThinkTank session.

### Part 2 – Generating Your Own Session

Part two of leader enablement will be trainee interactive and last approximately one hour and fifteen minutes. The trainer will repeat Part 1 session creation, however, this time trainees will log in using their individual session logins and individually recreate the session as well. Trainees can choose to close the WebEx session and only log into ThinkTank, or may keep the WebEx session open. Those Trainees who choose the latter option, must open a second browser for ThinkTank and toggle between the two screens.

**Part 2 Take-Away** – At the end of part 2, trainees will have had hands on practice creating their own session. Hands-on practice will help trainees recall the steps necessary to create a session when they create future sessions on their own. It will also give them general practice facilitating a session.

### Part 3 – Homework

Participants of the two hour session will be asked to take what they have learned and create a new session on their own, based on a “real world” situation connected to their profession. They will be asked to send the completed session to the Trainer. Upon completion of this task, trainees will receive their GroupSystems ThinkTank Certification.

**Part 3 Take-Away** – Trainees will be able to create a session on their own and know how to fine tune the session to their individual profession. Upon completion of part 3, trainees will receive their ThinkTank Certification.