

How to Get The Most Out of Training

Tekni live web training is the convenient equivalent to on-site classroom training. The only difference is that instead of traveling off-site to a formal classroom, wasting precious time and money, you will be able to train at a more relaxed pace at work or home. The relaxed pace of live web training allows you sufficient time to practice what you've learned, ask questions and refine your technique before moving on to other subjects.

We have polled many users to find out what prevents them from using conventional classroom training. **Amazingly enough, training cost is not the major deterrent.** Today's user base just does not have time out of their busy schedules to take weeklong classes where if they are lucky to attend all sessions, subject retention is just not there. We have done countless classroom sessions where absenteeism is high, because a company just cannot spare everyone for every day.

We believe that we have a sound solution to common training problems. Our classes are broken up into three or four hour sessions presented once or twice per week at convenient times using **Microsoft Live Meeting**. All classes are taught by experienced industry professionals who have a depth of knowledge in manufacturing processes. Every class session is presented live with bidirectional communication via **VoiceOverIP**, eliminating the need to tie up the telephone.

Now, training can take place virtually anywhere in the world, thanks to high speed, broadband Internet communications. Our classes are guaranteed, supported by one-on-one mentoring between instructor and individual student, and a six-month free retraining option.

How to get the most out of live web training

In order to have the best experience from your live web training, please follow the advice listed below:

- Make sure your computer system is properly configured with the latest version of your software that you have available. Be sure to apply all service packs required for that particular version. Service packs are available from Autodesk.com.
- Make sure that you have adequate Internet speed, and that your IT department has not blocked the use of Microsoft Live Meeting. Be sure to run the setup that has been included in your invitation well before your first class session.
- Make sure that you have a working sound system on your computer, complete with a headset with microphone for bidirectional communication with your instructor and other members of your class. If you do not have a headset, then

speakers are required to hear the instructor and other members. With speakers, you will need to ask questions via the question box by typing in your question.

- Recommended screen resolution for your computer is 1280 x 800(768) for the best viewing experience.
- The ideal environment will include either a second screen on your computer system, or a separate system with working software so that you can easily follow along in the class without having to switch program screens.
- **Be sure to log in early for each class session.** We recommend making sure that your system and connections are working well in advance of the first class. It is also important to at least login 5 minutes early for each session, to check sound connections and to let the instructor know that you are ready.
- Each class session will be recorded for later playback, in case you are unable to attend a particular session. However, this should not be used as an excuse to miss any sessions, as points will be deducted from your overall class score for every session missed. You will not get full benefit by merely watching the recorded sessions, and this rule is in place to make sure you are properly trained.
- **Most important-** make sure that you schedule your time so that you will be available for every training session. You will not get the full benefit out of your training unless you are there to ask questions. If you or your team has an emergency and is unable to attend a training session, then please call well in advance of the session so that we can possibly (not promised...) poll the other attendees for the possibility of rescheduling that session.
- **Take notes** - make sure that you have a spiral-bound notebook and pen handy during every session so that you can take notes. Do not work from memory!
- **Ask questions** - do not hesitate to ask questions whenever necessary. Questions help to clarify techniques and command usage. There is no such thing as a dumb question. Normally, people who sit through an entire training sessions without asking a single question learn nothing.
- **Complete all exercises** - exercises that are provided or assigned during class help you learn specific techniques. Do not skip any exercises!
- **Use the software!** It is very easy to be distracted by existing workloads to the point that you do not spend any time learning your new software before the next class. Society rates airline pilots by the number of flight time hours. Experience comes from spending lots of time with the software. If you do not have time at work to "play" with the software, then ask your employer for a copy to take home. If this is not feasible, then have your employer or yourself, contact your local reseller and obtain a learning edition of the software. **There is no substitute for time spent on the computer.**

tekni Web Learning Center

Creative Design With Autodesk Inventor 2008 Courseware

Version 1.3 - January 2008

- **Working with your mentor** - all Tekni training comes with one-on-one mentoring with your instructor to help you over the rough spots. This feature of our training is priceless.... but only if you use it! If you encounter a problem or have a question regarding the training or the software, do not hesitate to either call or e-mail your instructor. We encourage you to try to solve your problem on your own before you call, because this helps you learn problem-solving techniques. However, we do not want you to waste days or even several hours frustrating over an issue that might be solved in minutes.

To contact us for mentoring, either call us at (260) 399-6615 or e-mail us at: tutor@teknigroup.com. If you have an emergency situation, we may also be reached via cell phone at (260) 750-6951. If we are unavailable when you call, please leave a message on either phone number, and we will get back to you as soon as possible.