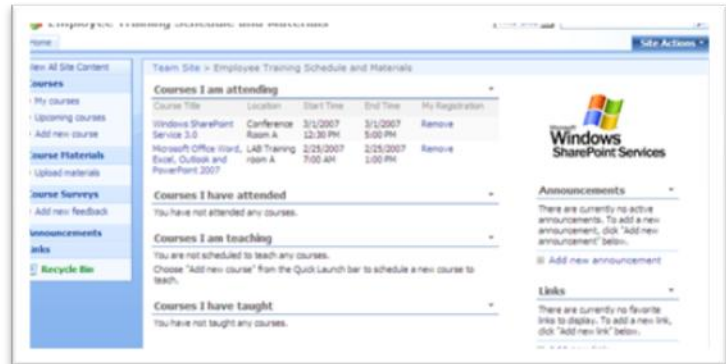


## Application Template: Employee Training Scheduling and Materials

### Description of Template

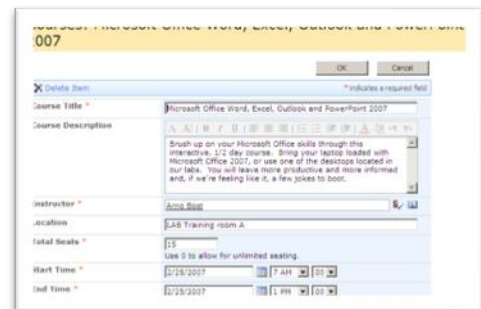
The Employee Training Scheduling and Materials application template for Microsoft® Windows® SharePoint® Services 3.0 helps companies facilitate the creation and registration process for training courses. The site enables a training coordinator to create new courses, including course descriptions, dates, locations and maximum number of attendees. After a course is created, employees log into the site to register and download course materials that have been posted to the site by the instructor. Employees using the site see a view that lists the courses they have registered for as well as a list of courses they have previously attended. Course attendees can also use the site to leave quantitative and qualitative feedback for the instructor using the site's survey feedback capabilities. Instructors view the feedback at a single glance, using the feedback to improve the next version of the training.



### Sample Activities Performed in this Application Template

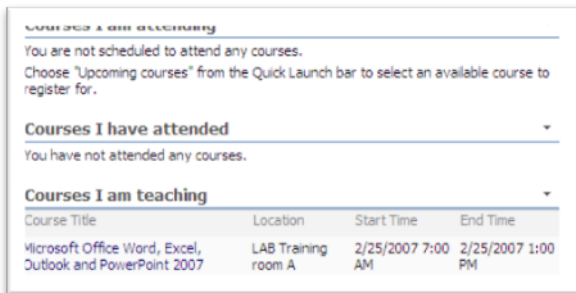
The following examples show the various ways Microsoft anticipates this template will be utilized in a typical organization. If you wish to add additional features, please ask your IT provider to research Microsoft Office SharePoint Designer 2007.

Kim Abercrombie is an employee at Fabrikam, Inc., a medium sized manufacturing company. In addition to her job as Director of Human Resources, Kim is also responsible for coordinating the employee training activities the company offers throughout the year. To help facilitate the scheduling, registration and management of the employee training, Kim uses her company's Employee Training Scheduling and Materials site deployed on Windows SharePoint Services 3.0.



Today, Kim is creating a new employee training on the 2007 Microsoft Office system. She clicks the 'create a new course' link and enters the required information including course title, description, instructor, total number

of seats available and course dates and time. She clicks “OK” and sends an email telling the instructor, Arno Bost, that his course has been created.



The next day, Arno receives the email and logs into the site Kim provided in her email. From the main page, he sees a link to the course he’s teaching and clicks on it to upload the course materials for students. He also notices that three people have registered so far. Hopefully the 15 person limit will not deter those wishing to take the class. He’ll keep

an eye on the registration progress to see if he needs to find a bigger room.

It is three weeks later and the employee training on the 2007 Office system is now complete. At the end of the training, Arno asked students to visit the site to leave feedback on the course so that he can improve it for next time. The students have completed the survey, and Arno can view a listing of the feedback given. The feedback is mostly positive, but based on one student’s comments, perhaps next time he’ll dive a little deeper into Microsoft Office Outlook® 2007.

### **About Microsoft Windows SharePoint Services 3.0**

Microsoft Windows SharePoint Services 3.0 is technology in Windows Server® that offers an integrated portfolio of collaboration and communication services designed to connect people, information, processes and systems both within and beyond the organizational firewall. Now available at no additional charge, the technology provides a platform for developing Web-based business applications. Application Templates provide out-of-the-box scenarios to address the needs of specific business processes.

### **More Information**

For more information on the technologies described in this article, please visit:

Microsoft Windows SharePoint Services 3.0:  
<http://www.microsoft.com/sharepoint>

Application Templates for Windows SharePoint Services:  
<http://www.microsoft.com/sharepointapps>

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