Workshop Wizard Training Process Outline

Scheduling:

1. Use requests training on a tool via email or online line https://forms.gle/R4Qr4KojuWeeTjs58

2. Dave or WW adds user's request to training spreadsheet. https://docs.google.com/spreadsheets/d/163OVx4bWKIBOcolhYR2vX4FYJWTLyzW6iajWqzz2Mlc/edit?usp=sharing

3. Instructor is assigned (Dave or WW).

4. Instructor corresponds with trainees to find a date and time that works for everyone.

5. If there is space in the class for more students, let WW know about the opportunity. Also OK to email users who might be interested.

Training:

6. On the day of training:

1. Trainees sign in.
2. Instructor completes the training.
3. Instructor updates training spreadsheet.
    - Move the sign-in from the current training class tab to the past training tab.
    - If a trainee misses the training, leave their name on the current training tab for a new class with the date and instructor TBD.

Record-Keeping:

7. Immediately after training, the instructor will:

1. Add trainees to appropriate FBS group(s).
2. Put training sign-in sheet in Lab manager's door box (3217 Elings).

From:
https://microfluidics.cnsi.ucsb.edu/wiki/ - **Innovation Workshop Wiki**

Permanent link:
https://microfluidics.cnsi.ucsb.edu/wiki/doku.php?id=workshop_wizard_training_process_outline

Last update: **2023/07/17 23:27**