

SMART Training Certification event: Notebook™ software training for SMART Board™ users levels 1 and 2

If you or your organisation provides training on SMART products, then consider SMART Training Certification. SMART Training Certification goes beyond the basics with extensive hands-on instruction that enables you to train others effectively. The credential you receive gives you the required skills to deliver high-quality training on SMART Board interactive whiteboards and Notebook collaborative learning software.

Who should attend SMART Training Certification?

SMART Training Certification is for teachers, lecturers and education trainers who want to train people on the use of Notebook software and the SMART Board interactive whiteboard.

What is the value of SMART Training Certification?

- Upon the successful completion of this programme, you will be certified to run 90-minute, half-day, full-day and two-day SMART training sessions on Notebook software.
- You will receive a certificate, a letter of completion and logos that indicate your designation.
- You can purchase SMART's learner workbooks.
- You will be listed as a SMART Certified Trainer on SMART's website at www.smarttech.com/trainingcenter.
- You will be able to market yourself as a SMART Certified Trainer for Notebook software.

What should I expect?

Day 1: Notebook software training for SMART Board users – Level 1

Day 2: Notebook software training for SMART Board users – Level 2

Day 3: Training Certification

- A comprehensive review of Notebook software training for SMART Board users. This includes a module-by-module walk-through of level 1 and 2 full-day courses, complete with instructions on how to convey key points.
- An opportunity to review and role-play under the guidance of a SMART Certification Trainer.
- An explanation of the support materials and services SMART provides to help you stay ahead of the curve on product knowledge.
- A maximum of five participants to maintain a hands-on, interactive learning environment.

What are the requirements to be a SMART Certified Trainer?

This programme includes pre and post-session requirements that must be completed before you receive your SMART Certified Trainer designation. There are also ongoing requirements to maintain your designation.

Pre-session requirements

- Participants must have solid working knowledge of Microsoft® Windows® or Macintosh operating systems.
- Participants must complete a precertification package that includes readings, research and a Notebook software assignment to help you prepare for the training experience.

Post-session requirements

- All participants must make a short training presentation after the session for final approval. The presentation is based on content taken directly from the facilitator's guide and learner workbook. The post-session evaluation assignment may be presented in person, submitted online or sent in on a DVD.

Ongoing requirements

- SMART Certified Trainers are required to report monthly the total number of sessions they deliver and the total number of people who attend the sessions.
- As part of the quality assurance process, SMART Certified Trainers are required to submit the participant feedback forms from their sessions along with a feedback summary sheet on a quarterly basis.

What materials do I receive?

Participants will receive the following materials:

- A Notebook Software Training for SMART Board Users Facilitator's Guide – the complete reference for delivering a level 1 or level 2 Notebook software training session.
- A Notebook Software Training for SMART Board Users Learner Workbook – the learner's reference tool throughout the training session.
- A resources CD-ROM, which includes sample files, Notebook software presentation files and other templates to use in your training sessions.

After successfully completing the post-session evaluation assignment, SMART Certified Trainers will be able to order printed learner workbooks directly from our suppliers.

Ordering

To book a place on a Certification event, contact the Steljes training team at training@steljes.co.uk or call 08450 747 200 for more information.