

How to Get Started Working with TRAINING SYSTEMS, INC.

Within 1 Week of Receiving this, ✓ each as you do them:

- Send **Color Photo** (head/shoulders shot) to **TS** main office
- Fax your **TRAINING SYSTEMS Bio** (get sample bios for format) to **TS** main office
- Mail **video of interactive training** (audio as last resort) to **TS** main office (**MUST HAVE FOR ALL WHO WANT TO FACILITATE GROUP OR ONE-ON-ONE TRAINING**)
- Fax completed Skills Inventory
- Fax completed W9
- Fax signed General Associate Agreement
- Fax this completed form - How to Get Started Working with **TRAINING SYSTEMS, INC.**
- Schedule **orientation** at **TRAINING SYSTEMS'** office (may be immediate or wait until closer to time for first project)

Things You Need to Do Immediately After Orientation

- Load any **software** on your system
- Follow **"Set Your PC to Work Well Others"**
- Read** your Associate's Manual thoroughly and **call Carolyn with all questions**
- Book mark** the **TS** web site and go regularly to look for Manual Updates
- Fill in all dates on a calendar you'll be unavailable and fax or email list of dates
- Plan and discuss w/Carolyn how you'd like to get all the details of the client and the project (phone conversation, tape record phone call (Telephone Handset Recording Control - \$15 Radio Shack), Naturally Speaking file from phone call or access to sales records on TS hard drive and by fax)
- Set up an email signature file and fax cover sheets (from **TS** hard drive) following Making All Communication With **TS** Clients Look Like **TS**

Things You Need to Do On An Ongoing Basis

- When you add skills or change your interests, fax a new copy of Skills Inventory
- When you add software/hardware, fax a new copy of How to Get Started Working with **TRAINING SYSTEMS, INC.**
- Regularly update calendar for dates you'll be unavailable and fax or email
- Regularly share cool training and consulting ideas (design, facilitation, desktop publishing) w/other Associates using TSCoolerIdeas@yahoo.com. Also keep all the ideas you get in your Associate's Manual
- Pull Manual Updates from the hard drive monthly
- Update virus checking software weekly

THE FOLLOWING EQUIPMENT, SOFTWARE, SUPPLIES ARE YOUR RESPONSIBILITY

You Need to Have the Following in Order to Work with **TRAINING SYSTEMS:**

- IBM compatible** computer
- Windows **98** or higher
- Hewlett Packard** 4, 4P, 6, 6P, 1100 or 1100A or Xerox Document WorkCentre X0100 Laser Printer (600 dpi).
- Corel WordPerfect 8 or 9** (Suite or Office - either include clipart) for Windows
- McAfee VirusScan, Norton Antivirus, or another quality anti-virus program, updated monthly. **VIRUS PROTECTION IS CRUCIAL!!**
- Zip Magic** (or other compatible zip program)
- Markers** in a variety of colors and sizes (HR Consulting/Facilitating)
- Masking tape** (HR Consulting/Facilitating)
- Cassette tape player** with speakers (Facilitating)
- Clock that lays unobtrusively on table** (Facilitating)

- Laptop computer** (HR Consulting/Facilitating)

Almost Impossible to Work Without

- Hot Handouts** (from Creative Training Techniques, 800-383-9210) (HR Consulting/Designing)
- 101 Ways to Make Training Active** (from Pfeiffer, 800-294-4434) (Designing)
- 6000 Sound Effects CD**, by Swift Jewel (available at Best Buy for \$9.99) (Designing)
- Preparing Instructional Objectives** by Robert Mager, 800-558-4237 (Designing)

Suggested Software:

- Word 6 or 7 or 2000** for Windows 95/98/00
- Pagemaker 6.5**
- PowerPoint**
- _____ (list all other software you use)
- Corel Gallery 1,300,000 Clip Art/Photos/Fonts** (Sam's Club, \$49.99)
- ClickArt Incredible 25,000 Image Pak** (800-9-TMAKER/Fax: 800-986-2538) \$34.99
- Pro One Business Clip Art 300 images** \$12.99 at OfficeMax or write to Pro One, P.O.Box 16317, Las Cruces, NM 88004
- Cartoon Graphics** CD Rom, **Make Em Laugh!** 300 Royalty Free Graphics \$24.95 800-875-3668 Fax: 800-270-9516
- MasterPhotos Studio**, IMSI @ sales@imsisoft.com
- Corel Gallery Magic 200,000**

GET SUPPLIES BELOW AT ORIENTATION BEFORE STARTING FIRST PROJECT:

Design Supplies

Need Received

- Associate's Manual**
- Straight Talk for Employers** tape
- Other _____

Training Facilitation Supplies

Need Received

- Straight Talk for Employers** tape*
- Your **TRAINING SYSTEMS** name tag
- Fun Meter
- Other _____

HR Consulting Supplies

Need Received

- Straight Talk for Employers** tape*
- Your **TRAINING SYSTEMS** name tag (if going to be at client site)
- Fun Meter
- Other _____

Stationery Supplies Needed

Need Received

- TS** letterhead
- TS** envelopes
- TS** note cards & envelopes
- TS** mailing labels needed to print TSshippinglabl.frm
- TS** Associate business cards
- TS** Web site stickers
- Other based on individual contract with **TRAINING SYSTEMS**

*only needed if not received as Design Supplies above