



Hosting an Onsite Oracle HR and/or WebIntelligence Training

T&E's trainers are available to travel to client sites to conduct training outside of our regularly scheduled sessions.

If you are considering or are hosting an onsite training, below is a checklist to assist with the preparations.

Working with T&E:

- Contact Training and Education (T&E) at Training.Education@ge.com to set up a time to discuss training needs and desired timeframe.
- Provide T&E with billing information to reserve dates.
- Finalize Training Agenda with T&E trainer (2 weeks prior to training).
- Provide T&E Trainer with any business specific examples or agenda items (2 weeks prior to training).
- Provide T&E Trainer with hotel recommendations and travel logistics, i.e. address where training will be conducted, is the hotel within walking distance of the office, etc... (as soon as possible).
- Confirm number of students so that manuals can be ordered and shipped (2 weeks prior to training).
- Provide shipping address for manuals (2 weeks prior to training).

Student Preparation:

- Coordinate training dates, times and travel with students.
- Confirm student has access to Oracle HR and/or WebIntelligence or request access for each student. **Access to the tools is critical and required for the training.**
- Request that students bring a laptop and all required accessories, i.e. power cords, network cables, etc.. or confirm that a training room with computers will be used.
- Confirm that student laptops have the proper Java settings for accessing Oracle HR and/or WebIntelligence.

Site Preparation:

- Confirm computers in training room or student laptops have the proper Java settings to allow access to Oracle HR and/or WebIntelligence.
- Alert reception that you will be expecting visitors.
- Make desired catering reservations.