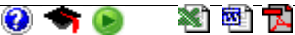


		<h1>Training Session Agenda</h1>
		<h2>Systems2win New User Training 101 — Getting over the Initial Learning Curve</h2>
	Learners	New Users of Systems2win templates
	Leaders	Systems2win Instructor
	When	2 hour webinar - held monthly
		at various times convenient to different locations around the world
	Where	Join the meeting on the link sent to you from MS Teams.
Objectives		
	Learning Objectives	To get over the initial learning curve to know how to use and how to find help for ANY Systems2win template
Registration		
	How	https://www.systems2win.com/forms/webinars.htm
	Prerequisites	Each participant should have Systems2win installed on their computer https://www.systems2win.com/c/addin.htm and tested https://www.systems2win.com/c/install-user.htm#test
Homework		
	Before	It is very helpful (though not required) to watch the Quick Start Training videos before this live training: https://www.systems2win.com/c/QuickStart/index.htm
	After	1) Immediately use what you have learned - doing real work with templates appropriate for what you need to do next. 2) Save this Agenda where you can find it - to follow links to clarify anything that wasn't fully digested the first time you saw it. 3) Complete the 2LearnExcel self-paced learning quiz, and the self-paced learning exercises in the To Do List template.
Minutes	Resources	Activity
While people gather...		
		Verify that every Learner has this Agenda open on their own computer. The latest version of this agenda can be downloaded here: https://www.systems2win.com/c/q/TrainingSession-NewUser-Systems2win.pdf
		Each Learner has Systems2win correctly installed. https://www.systems2win.com/c/addin.htm
		Each participant shares what type of improvement projects they are working on, and what they most want to learn from this training.
Learning Objectives - Overview		
10	Handout	Review Learning Objectives and Agenda
	TrainingSession.xlsx	Preview what is about to be learned... by showing how this Agenda was created from the Training Session Planning template https://www.systems2win.com/c/trainingDesign.htm
How to Find Help and Training		
10		How to use 'raise hand' and 'mute' Icons next to your name in the 'Participants' panel
		Homework: Watch Quick Start Training video https://www.systems2win.com/c/QuickStart/index.htm
		How to find help & training: Site Search, CTRL+F, Site Map, Menus https://www.systems2win.com/free/search_tips.htm
		Exercise: Do it. Find the keyword phrase: Lean Transformation.
Why is this training important?		
		Problem Solving https://www.systems2win.com/solutions/ProblemSolvingTools.htm

		How all of these Continuous Improvement tools fit in to a Typical Lean Journey to Lean Transformation https://www.systems2win.com/LK/lean/lean-journey.htm
		The ultimate purpose of every lean tool and method is to stimulate human thinking https://www.systems2win.com/LK/kaizen/reflect.htm
How to Find and Open Templates		
10		How to find and open your Systems2win templates https://www.systems2win.com/c/QuickStart/index.htm
	A3Report.docx	How to open Word templates (through Excel) Tip: If there is ever an error, open Word, then try again Tip: View > Print Layout and Multiple Pages
		Exercise: Find & Open templates Use Systems2win menu to find and open your Tool Selection Matrix.
	1ToolSelection.xlsx	Exercise: Use your Tool Selection Matrix to choose the right template https://www.systems2win.com/solutions/BPI.htm#ToolMatrix
Features common to many (or all) Systems2win templates		
60		When you've learned one - you've learned them all
	VSM.xlsx and Yamazumi.xlsx	Help sheet, Sample sheet, pop-up help https://www.systems2win.com/c/QuickStart/index.htm
		Link Icons  https://www.systems2win.com/c/worksheets.htm#hyperlink Link to web page could be any of these:  Anchor = Link within this same document 
		Distribute to unlimited users in PDF format https://www.systems2win.com/c/portal/pdf.htm
	TrainingSession.xlsx and VSM.xlsx	Exercise: Add hyperlinks — using both Link Icons and links that can be activated in PDF (If sheet is protected, unprotect it to add a hyperlink)
	RunChart.xlsx and Pareto.xlsx	Insert Sheet https://www.systems2win.com/c/insert-sheet.htm
		Link Data https://www.systems2win.com/c/worksheets.htm#linkCells
		Exercise: Insert Sheet and Link Data
0	Homework: Self-Paced Learning	Where to store and what to name your working document? https://www.systems2win.com/c/StorageNaming.htm
	1TrainingMatrix.xlsx or Gantt.xlsx	Filter and Dropdown Lists https://www.systems2win.com/c/worksheets.htm#AutoFilter https://www.systems2win.com/c/worksheets.htm#dropdown
		Exercise: Personalize a dropdown list, and use Filter
		Exercise: Copy Sheet (using Systems2win menu > Copy Sheet) https://www.systems2win.com/c/worksheets.htm#copyWorksheet
	5S.xlsx or Assess.xlsx	Switch between Translations & user-defined Substitute Phrases https://www.systems2win.com/c/translations.htm
Excel Training		
20	2LearnExcel.xlsx ToDo.xlsx	Homework: 2LearnExcel Self-Paced Learning Quiz https://www.systems2win.com/c/worksheets.htm#LearnExcel and there are more self-paced learning exercises in the To Do List template https://www.systems2win.com/solutions/ToDoList.htm
	FunctionalFlow.xlsx or Gantt.xlsx	Insert Copied Cells (the single most important Excel skill you will ever learn) https://www.systems2win.com/c/worksheets.htm#ShiftDownCopy
		Exercise: Insert and Move Cells
	Layout.xlsx (or the Layout sheet in the Trial StdWork.xlsx)	Exercise: How to use Excel as a drawing tool https://www.systems2win.com/c/MSdraw.htm Select Objects, Drawing Menus, Copy Shapes, Default Shape...

Summarize and Review		
5		Summarize and review what was learned
		Clarify next steps (see Homework - After)
Learning Evaluation and Feedback		
5		Each participant: Top takeaways What were the most valuable things you learned?
Right after the session ends		
		Remind that free tech support is available. https://www.systems2win.com/solutions/support.htm
		Remain available for Questions & Answers.