



Training Session Agenda

Systems2win New User Training 101 — Getting over the Initial Learning Curve

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	Follow the instructions in the RSVP email for how to join.

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	http://www.systems2win.com/forms/webinars.htm
Prerequisites	Each participant should have Systems2win installed on their computer http://www.systems2win.com/c/addin.htm and tested http://www.systems2win.com/c/addin.htm#test

Homework	
Before	It is very helpful (though not required) to watch the Quick Start Training videos before this live training: http://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
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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: http://www.systems2win.com/c/g/TrainingSession-NewUser-Systems2win.pdf
		Each Learner has Systems2win correctly installed. http://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 http://www.systems2win.com/c/trainingDesign.htm

How to Find Help and Training		
10		How to use WebEx 'raise hand' and 'mute' icons next to your name in the 'Participants' panel
		Homework: Watch Quick Start Training video http://www.systems2win.com/c/QuickStart/index.htm
		How to find help & training: Site Search, CTRL+F, Site Map, Menu http://www.systems2win.com/free/search_tips.htm
		Exercise: Do it. Find the keyword phrase: Lean Transformation.

Why is this training important?		
		Problem Solving http://www.systems2win.com/solutions/ProblemSolvingTools.htm

		How all of these Continuous Improvement tools fit in to a Typical Lean Journey to Lean Transformation http://www.systems2win.com/LK/lean/lean-journey.htm
		The ultimate purpose of every lean tool and method is to stimulate human thinking http://www.systems2win.com/LK/kaizen/reflect.htm
How to Find and Open Templates		
10		How to find and open your Systems2win templates http://www.systems2win.com/c/QuickStart/index.htm
	A3Report.docx	How to open Word templates (through Excel) Tip: If ever get 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 http://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 http://www.systems2win.com/c/QuickStart/index.htm
	Any Help sheet - Excel Training section	Browser bugs - to bookmarks from Excel http://www.systems2win.com/c/knownIssues.htm#browsers
		Link Icons  http://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 http://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 http://www.systems2win.com/c/insert-sheet.htm
		Link Data http://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? http://www.systems2win.com/c/StorageNaming.htm
	1TrainingMatrix.xlsx or Gantt.xlsx	Filter and Dropdown Lists http://www.systems2win.com/c/worksheets.htm#AutoFilter http://www.systems2win.com/c/worksheets.htm#dropdown
		Exercise: Personalize a dropdown list, and use Filter
		Exercise: Copy Sheet (using Systems2win menu > Copy Sheet) http://www.systems2win.com/c/worksheets.htm#copyWorksheet
	5S.xlsx or Assess.xlsx	Switch between Translations & user-defined Substitute Phrases http://www.systems2win.com/c/translations.htm
Excel Training		
20	2LearnExcel.xlsx ToDo.xlsx	Homework: 2LearnExcel Self-Paced Learning Quiz http://www.systems2win.com/c/worksheets.htm#LearnExcel and there are more self-paced learning exercises in the To Do List template http://www.systems2win.com/solutions/ToDoList.htm
	FunctionalFlow.xlsx or Gantt.xlsx	Insert Copied Cells (the single most important Excel skill you will ever learn) http://www.systems2win.com/c/worksheets.htm#ShiftDownCopy
		Exercise: Use both ways to Insert and Move Cells
0	Extra Credit Self-Paced Learning	Known Issues with different versions of Excel http://www.systems2win.com/c/knownIssues.htm

	Layout.xlsx (or the Layout sheet in the Trial StdWork.xlsx)	Exercise: How to use Excel as a drawing tool http://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. http://www.systems2win.com/solutions/support.htm
		Remain available for Questions & Answers.