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Date: 1/24/2014 3:38:15 PM
Subject: IQ Training Schedule
Attachments: IQ 3 Documents - 3 8c.pdf
IQ 3 Fundamentals - 3 8c.pdf
IQ Connect - 3 8c.pdf

Good Afternoon,

Monday, January 27, 2014 - Wednesday, January 29, 2014 Peter Blair of Lockheed Martin will join us to train staff on our new correspondence system, Intranet Quorum (IQ). Training will take place in the Wade Hampton Conference Room on both Monday and Tuesday. Peter will conduct desk-side training and Q&A on Wednesday. During the training sessions take notes and ask questions. I have attached the IQ manuals. You will not need these during training. The schedule is below:

Monday, January 27th (Governor's Office)

10:00 am – 1:00 pm – IQ Fundamentals Class

2:00 pm – 5:00 pm – Governor's Afternoon class – letter writing, IQ Connect, Workflow.

Tuesday, January 28th (Constituent Services & Correspondence)

10:00 am – 1:00 pm – IQ Fundamentals Class

1:30 – 3:00 pm – IQ Workflow Class

3:00 pm – 4:30 pm – IQ Documents

Wednesday, January 29th

Desk side training in hour long blocks for users – focusing on Constituent Services to make sure they are comfortable with the process.

I will schedule appointments with anyone who misses training before the system is live. Please let me know if you have any questions.

Thanks,
Jason