Venn End User Welcome Session

Training Guide

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| Training Purpose |
| * Build awareness * Familiarize end users with Venn * Set expectations * Give end users an opportunity to ask questions |
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| Training Structure | | | |
| **Outcome** | **Sections** | **Objectives** | **Key Takeaways** |
| You will be prepared to set up and begin using Venn for work on your personal devices. | What is Venn? | Participants will understand why their organization is implementing Venn. | The Blue Border secures work and protects my privacy by separating business activity from my personal use of my computer. |
| User Onboarding | Participants will review resources that will guide them through their user onboarding process. | My organization has great resources available to support me in setting up and getting started with Venn. |
| Expectations for Use | Participants will understand when they will be expected to use Venn. | I need to use Venn whenever I am accessing work apps, websites, or files on my personal devices. |

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| Preparing for Your Session |
| 1. Send out communication to those who will be expected to use Venn using resources in the Rollout Toolkit at least one week before the session. 2. Customize the slide deck following the guidance below. 3. Familiarize yourself with the presentation materials and practice presenting them. Make adjustments or additions in the speaker notes so that you’re ready to present with confidence. 4. Remember to present your slides in slideshow or presenter view so that attendees can see everything on the slides clearly. 5. Don’t forget to record your presentation for those who cannot attend live. |
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| Customizing Your Presentation | | |
| **#** | **Slide Image** | **Recommended Customizations** |
| **1** |  | * Replace [Training Date] and [Training Facilitator] in the slide subtitle with information for your session * Optional: Add your company logo in the top right corner |
| **10** |  | * Replace [list essential apps for email, chat, etc.] in the speaker notes |
| **11** |  | * Add any additional resources to the slide and speaker notes * Replace [explain where/how to find these resources] in the speaker notes |
| **13** |  | * Update timeline on the slide * Replace [explain timeline] in the speaker notes |
| **14** |  | * Update expectations on the slide * Replace [detail expectations] in the speaker notes * Add or remove the number of expectations as needed |