

Check List Online Training

Please check the following requirements for the participation in
Software Online Trainings at Hamilton:

✓ **General basic computer skills and language skills**

General skills for working with a computer are natural. Language skills and literacy in English or German (depending on the training specification) is required.

✓ **Computer for each participant with a software version installed**

Your company got an **installation package for the software** when the corresponding system was bought and delivered. Please use that to install the software on an adequate computer/laptop that has an internet connection. Each participant is supposed to have a computer/laptop connected to the internet.

✓ **Adequate internet connection**

The computer/laptop that you are working with during the training needs an adequate internet connection **free from interference**. We will use **Teams** as communication tool. If possible, please install Teams on your training computer. This makes e.g. sharing of files and documents easier.

✓ **Adequate audio and video availability**

The used computer/laptop must provide audio and video settings. Please ensure that a working **headset** and **webcam** is available during the training.

✓ **Adequate workplace – Avoid distraction**

Please ensure that you can work in a convenient environment (quiet place with good lighting) without being disturbed during the whole training time. **Please be aware that virtual software training requires your full attention.**

✓ **Be prepared**

Please test the installation/connection/bandwidth of the remote session setup **before the first training day**. In case of usage of cordless headsets ensure a **fully charged headset** in the beginning of each training day. **Test the software** using the information that you received. Inform the trainer when the test was not successful at least one week before the first training day.

✓ **Enjoy the training!**

Thank you for your cooperation!