

GMS User Training

In-Person Trainings

In-person trainings are most effective when a Program has a large group of new staff/GMS Users, a large amount of training content to review, and/or in preparation for a GMS software upgrade. In-person trainings can also be used as train-the-trainer sessions. Please contact the GMS Helpdesk with any questions.

Number of Participants

Between 10 and 35 participants.

Due to time and cost requirements, minimum number of participants is non-negotiable. If planning on more than 35 participants, please contact us to discuss options.

Format

Duration: 1-2 days, no more than 6 hours/day, depending on content. The content is determined by the Program and the GMS Trainer. Schedule should include meal and restroom breaks.

Sessions can be as broad as a General Overview of GMS, to constituent management and reporting, to a Games-specific training (e.g. Summer Games)

Program Cost Share

SO Program responsible for:

- Cost of travel/airfare, lodging, and meals for GMS Trainer.
- Providing training room, equipment, and hospitality needs for participants.

SOI Responsible for:

- Providing GMS Trainer
- Providing training materials and data
- Follow up training (via webinar) and support.

Training Setup Check List

- ✓ Email gmshelp@specialolympics.org to request an in-person user training. (Include proposed date/time options and details about content needed to be covered)
- ✓ Work with participants and GMS Trainer to confirm training date and time. (GMS Trainer will provide webinar link and calendar invite for training session)
- ✓ Ensure all logistics and equipment are confirmed for the training.

Equipment Needs

Desktop/laptop for each participant with

- Windows OS or OSX with Windows running in a virtual environment
- Access to power supply (wall outlet, power strips, ext. cords)
- Broadband internet access

Training Room:

- Classroom environment recommended
- LCD Projector w/cables
- Screen or blank wall for projector image
- Water and snacks for participants
- Access to restrooms.

GMS Helpdesk:

Tel 888 433 1869 Email gmshelp@specialolympics.org

www.specialolympics.org

Special Olympics

