

Trainer/Training Set-up Guide

for non-LED courses delivered at

SCC Training and Conference Center

2310 North First Street, Suite 102

San Jose, CA 95131



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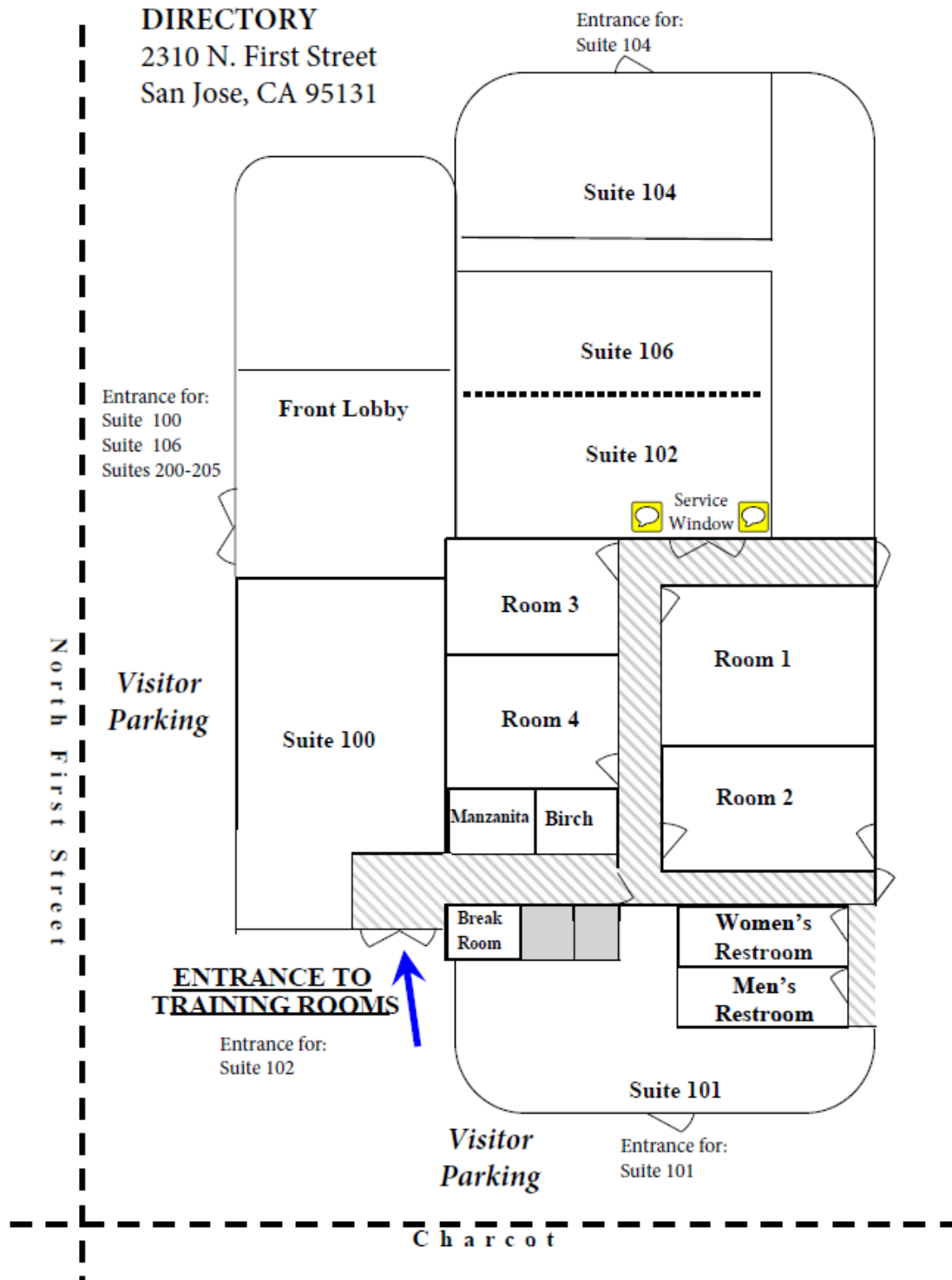
Roles & Responsibilities of Agency Providing the Training

<p>Agency is Responsible for:</p>	<ul style="list-style-type: none"> • Reserving training rooms and equipment i.e. microphones in TC1, LED loaner laptop and clicker • Reserving MS Hub in Manzanita • Providing flipcharts, whiteboard and flipchart markers, pens, and “FrogTape” Multi-Surface or “3M Scotch Blue Painter’s Tape” to post posters or pictures • Moving food/recycling bins into the training room from the Break Room and back, if food served will be served • Providing roster/sign in sheet • Provide enrollment information to the Trainer prior to the course delivery date • Creating the CRPO for the trainer invoice • Setting up course/class/session in sccLearn <ul style="list-style-type: none"> ○ For registration ○ Roster/sign sheets ○ Closing course ○ Granting credit • Educating Trainer(s) on roles and responsibilities of Agency, Trainer and LED • Room configuration changes • Cleaning up training rooms at the end of the class to leave them the way they were prior to the course • Course evaluations • Provide temporary “C” parking permits to trainers
<p>Learning & Employee Development (LED) will:</p>	<ul style="list-style-type: none"> • Provide a host laptop, if requested prior to the training • Load PowerPoint for presenter onto the host laptop once for the trainer • Post course title through e-signage in the Training Center
<p>LED does not:</p>	<ul style="list-style-type: none"> • Make copies of participant materials for instructors • Send class evaluation for non-LED classes • Provide class roster/sign in sheet • Provide classroom supplies

General Information

Hours of Operation	The doors to the Training Center open at 7:30 am and close at 6:00 pm, Monday through Thursday, and 7:30-5:00 on Friday.
Location and Directions	<p>2310 North First Street, Suite 102 San Jose, CA 95131</p> <ul style="list-style-type: none"> • From Hwy 87, take the North First Street exit • From Hwy 880, take the Brokaw exit • From Hwy 101, take the Brokaw exit towards North First Street <p>The Google link below provides a map to the facility. Google Map to Training Center</p>
Parking	Instructors should park in “General” parking. “Visitor” spaces are 3-hour only.
Emergency Exits and Safety Procedures	Emergency exits are clearly marked once you enter the Conference Center. Make a note of the exit doors and their locations. In the case of evacuation, the Evacuation meeting place is in the parking lot on the corner of North First Street and Charcot. Please do not prop open external doors.
Break Room	A Break Room is located on the right side as you enter the Training Center. The Break Room has a microwave, refrigerator and vending machines with drinks and snacks. Food and drink are permitted in the training rooms, however, please dispose of waste in the Break Room.
Recycling and Compost Bins	<p>The County is committed to recycling and has a SCC Zero Waste Program in place. To support this effort, there are Recycling, Compost and Waste Bins in the Break Room.</p> <p>There are no trash bins in the Training Rooms. Kindly remind participants to take their disposables with them at the end of the session.</p>
Restrooms and Water Fountain	The restrooms are clearly marked once you enter the Conference Center. A water fountain is located in the hallway between the Restrooms.
Hallway Conversations	If necessary, please remind employees that the Training Center hallway is not soundproof and to hold conversations in the outer lobby hallway, by the Break Room. Better cell phone connectivity there, too.

Facility Map



Training Rooms Technology

Training Room Equipment and Supplies

- Ceiling-mounted LCD Projector (wall-mounted touch control panel)
- Large projection screen
- Ceiling speakers for audio
- White Boards
- Wall space to hang charts
- Lavalier and handheld microphones are available in Room 1 only
- Video recording capabilities available in Room 1 and 3

Trainers need to be able to use the classroom audio/visual equipment and technology that is in the training rooms with minimal assistance.

Training Room Setup

- Training Rooms are set up in classroom style, except Room 4, which is a modified-classroom style. Configuration diagrams are located at the front of Rooms 1-4.



If you require a special classroom setup, please arrive early to arrange the tables and chairs yourself.

- We also ask that you return the tables back to the original position at the end of your class.
- Return Audio Visual Equipment loaned to use during your class.
- We appreciate your help in keeping the Training Room clean –
 - Please clean white boards, recycle flipchart paper, and ask participants to take their disposables to the waste and recycle bins in the Break Room.

Training Rooms Technology

<p>Audio Visual (AV)</p>	<ul style="list-style-type: none"> • LED laptop will be provided upon request, please allow 5 day notice. • Feel free to use your own laptop or wireless device, although we do recommend testing your connection in advance. • Discuss AV setup needs in advance with: <ul style="list-style-type: none"> ○ Lynn Wright, LED, 408.993.4834 lynn.wright@ceo.sccgov.org
<p>Day of Presentation</p>	<ul style="list-style-type: none"> • Follow the steps below to set up a presentation: <ul style="list-style-type: none"> ○ Login into the computer first ○ Connect the laptop to the HDMI ○ Touch the screen anywhere and press the power button to turn on the system ○ On the left side of the monitor, select the presentation source (laptop) Please note: The projector will turn on, and the screen will come down automatically • Please shut down the projector and return any borrowed equipment to our office at the end of your session. For full day sessions, please shut down the projector during your lunch break or close the display ‘shutters.’
<p>Wireless Access</p>	<ul style="list-style-type: none"> • Wireless access is available through our guest network: SCC_Guest <ol style="list-style-type: none"> 1. To access SCC_Guest, locate the networking settings on your device. 2. Choose SCC_Guest from the list of available networks. 3. Review and accept the User Agreement Policy.

Santa Clara County Public Wi-Fi Terms of Service and Acceptable Use Policy (AUP)

Please read this policy and click "Accept" at the bottom to gain access

Santa Clara County for use by the public visiting County facilities to conduct business with the County or otherwise use County services. Terms of Service and Acceptable Use Policy (AUP).

waiver, amendment or other modification of this Agreement will not be effective unless in writing and signed by the party against whom enforcement of such holding will not affect the validity of the other provisions of this Agreement. Santa Clara County's performance of this Agreement is subject to Santa Clara County's right to comply with law enforcement requests or requirements relating to your use of this Service or information provided to Santa Clara County. This is a true and correct statement of all terms, conditions and representations of the agreement between you and Santa Clara County with respect to its subject matter.

Clicking the "Accept" button below signifies that you have read and accept the Santa Clara County Public Wi-Fi Terms of Service and Acceptable Use Policy (AUP).

Post Training Event

At the end of your training class

Please manage the following at the end of your training class:

- Return laptop, power cord and clicker to our office (if you are using LED equipment)
- Arrange the chairs/tables back to the original room setup (diagrams in the classrooms)
- Clean off whiteboards; paper towels and white board cleaner are in each room
- Place flipchart paper and extra handouts into the recycling bins in the break room, as well as, any other trash
- Turn off projector