

vitero trainings overview

valid from 1st of January 2020

General information:

- Unless otherwise specified, all trainings will be held in the virtual classroom **vitero inspire**. Upon request trainings in **vitero essentials** are still available.
- Participants are responsible for their own hardware-equipment and internet connection (Windows PC or Mac with 4 Mbit/s in up-/download (LAN recommended), PC-headset – system requirements download: [click here](#)).
- **The basic training is required before taking part in an advanced training**

vitero basic training (1 x 120 min.)

- Target group: people who want to hold, administrate or advice technically online communication sessions in the virtual classroom **vitero**
- Goal: basic understanding of the user interface and the main operating elements in **vitero**; moderation of small online meetings

Advanced training vitero essentials trainer (2 x 120 min.)

- Target group: trainer/lecturer and other people interested in methodology and didactics in further education and personnel development.
- Goal: moderation of methodical and didactical advanced online trainings; application of diverse creativity and moderation techniques; motivation of participants; online moderation rules; own short moderation session with feedback

Advanced training vitero moderator (1 x 120 min.)

- Target group: people who moderate online meetings (team meetings, committee work, ...) also in bigger groups
- Goal: moderation of interactive live online meetings with groups up to 20 people; application of common moderation techniques; documentation of results

Advanced training vitero organizer (2 x 90 min.)

- Target group: people who administrate the Vitero Management System (VMS)
- Goal: learning how to operate all the functions within the VMS (user administration, appointments, concepts of rights and roles, content administration, statistical capture, configuration)

Advanced training vitero technical advisor (1 x 120 min.)

- Target group: people who are a technical contact person for **vitero** within their company (e.g. hotline)
- Goal: learning how to solve typical technical questions (e.g. access to the virtual room; audio problems, ...)

vitero crash course (1 x 120 min.)

- Target group: people who moderate smaller online sessions or require basic knowledge of **vitero** in other contexts, e. g. project leaders, team leaders, coaches, support staff, trainers, seminar administration
- Goal: get to know and operate basic functions of **vitero**.

vitero inspire upgrade training (2 x 90 min.)

- Target group: people who already know and have worked with **vitero essentials** for a longer period of time
- Goal: getting to know the differences of **vitero inspire** (from release 1.0) to the familiar **vitero essentials**; becoming acquainted with the new user interface and the operating elements

vitero inspire update (1 x 60 min.)

- Requirements: **inspire upgrade training**
- Target group: people who already know and have worked with **vitero inspire** for a longer period of time
- Goal: getting to know new features (current release) in **vitero inspire**; becoming acquainted with the new user interface and the operating elements

