



## Trainer Certifications

<b>Eclipse SE Trainer Certification .....</b>	<b>2</b>
Eclipse SE Train-the-Trainer Topics.....	3
<b>TrialDirector 360 Trainer Certification .....</b>	<b>4</b>
TrialDirector 360 Train-the-Trainer Topics .....	5





## Eclipse SE Trainer Certification

The Trainer Certification is designed to test the competency of experienced trainers and consultants in providing services to their clients. All Trainer Certification exams are administered at Ipro's office in Tempe, AZ.

### Prerequisites

- ✓ Candidates must have successfully obtained Administrator certification in the same product they wish to certify as a Trainer.
- ✓ We strongly recommend at least 6 months experience with the software before applying for trainer certification.

**Duration:**

3.5 - 4 hours

**\*Cost:**

@ Ipro – \$500 per person

@ your Office - \$1,000 per person + travel expenses

Web-based – Trainer certifications are not administered online

### What to expect during the Exam:

The trainer certification exam is consists of 3 sections:

1. 30-minute online written test consisting of 35 multiple choice and true/false questions. Books, notes, and access to the software are not permitted during the written section.
2. One hour to complete essay questions regarding 3 scenarios. The purpose of this section of the exam is to ensure that a candidate can articulate a high-level understanding of the product as well as individual features and to confidently explain them to potential clients/new users they will encounter day to day.
3. Two hours to conduct Train-the Trainer sessions

During these sessions, the Trainer candidate will be required to teach an Ipro moderator on two subjects. Prior to your exam date, you'll be given a list of 10 potential topics as well as the audience you will train. On the date of the exam, you will be told which 2 topics to be taught. You'll then have 1 hour for each training session.

# Eclipse SE Train-the-Trainer Topics

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The final section of the Trainer Certification exam will require you to conduct two, condensed training sessions to demonstrate your comprehension and proficiency with the core product concepts. The purpose of this activity is to qualify you as a competent and knowledgeable trainer on the software.











The following is a list of ten (10) potential topics you may be asked to deliver training on, as well as the intended audience for each topic.

On the date of the exam, you'll be provided with two (2) topics and will be required to deliver one-hour training sessions on each of the topics to an Ipro moderator. Please feel free to bring prepared training outlines for your presentations.

The moderator will assess items such as:

- ✓ Does the training cover the requested content?
- ✓ Does the training appropriately address the given audience?
- ✓ Preparation/Knowledge of your subject(s)
- ✓ Audience engagement

## Topics

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|  <b>Reviewing Batched Documents</b><br>Audience: Review Attorneys       |  <b>Setting up Users/Groups &amp; Permissions</b><br>Audience: IT / Lit Support                     |
|  <b>Working with Transcripts</b><br>Audience: Junior Attorney/Paralegal |  <b>Case Creation</b><br>Audience: Lit Support / Case Admin   |
|  <b>A Deep Dive into Searching</b><br>Audience: Paralegal / Lit Support |  <b>Native File Ingestion &amp; Post-Ingestion Processing</b><br>Audience: Lit Support / Case Admin |
|  <b>A High-Level Overview of the Desktop</b><br>Audience: Attorneys     |  <b>Set up a Review Pass, Tools for Managing the Review</b><br>Audience: Lit Support / Case Admin   |
|  <b>Reporting from the Desktop</b><br>Audience: Paralegal / Lit Support |  <b>Running Productions</b><br>Audience: Lit Support / Case Admin                                   |



# TrialDirector 360 Trainer Certification

The Trainer Certification is designed to test the competency of experienced trainers and consultants in providing services to their clients. All Trainer Certification exams are administered at Ipro's office in Tempe, AZ.

## Prerequisites

- ✓ Candidates must have successfully obtained Administrator certification in the same product they wish to certify as a Trainer.
- ✓ We strongly recommend at least 6 months experience with the software before applying for trainer certification.

### Duration:

2 hours

### \*Cost:

@ Ipro – \$500 per person

@ your Office - \$1,000 per person + travel expenses

Web-based – Trainer certifications are not administered online

## What to expect during the Exam:

The Trainer Certification exam will consist of conducting 5, brief training sessions to an Ipro moderator. The purpose of this activity is to qualify the candidate as a competent and knowledgeable trainer on the software.

Prior to your exam date, you'll be given a list of 10 potential topics as well as the audience you will train. On the date of the exam, you'll be told which 5 topics to be taught. You'll then have 15 minutes to conduct each training session.

The moderator will assess items such as:

- ✓ Does the training cover the requested content?
- ✓ Does the training appropriately address the given audience?
- ✓ Preparation/Knowledge of your subject(s)
- ✓ Audience engagement
- ✓ If the requested task involves multiple methods of completion, does the presenter mention ALL methods available?

# TrialDirector 360 Train-the-Trainer Topics

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The Trainer Certification exam will require you to conduct five, condensed training sessions to demonstrate your comprehension and proficiency with the core product concepts. The purpose of this activity is to qualify you as a competent and knowledgeable trainer on the software.

The following is a list of ten (10) potential topics you may be asked to deliver training on, as well as the intended audience for each topic.

On the date of the exam, you will be given five (5) of these topics to conduct 10- to 15-minute training sessions on each to an Ipro moderator. Please feel free to bring prepared training outlines for your presentations.

## Topics

-  **Case Creation**  
Audience: Paralegal (Presenter) / Attorney
-  **Exhibit Labeling and Annotation**  
Application for presentation  
Audience: Paralegal (Presenter) / Attorney/ Trial Tech
-  **Importing Documents / Media**  
Audience: Paralegal (Presenter) / Trial Tech / Attorney
-  **Deposition Clip(s), Playlist**  
Audience: Paralegal (Presenter) / Videographer
-  **Case Management – Item Properties/ Resequencing Tool**  
Audience: Paralegal (Presenter) / Attorney
-  **Evidence Module Interface**  
Audience: Paralegal (Presenter) / Trial Tech / Lit Support
-  **Set up and present structured Workbooks**  
Audience: Paralegal (Presenter) / Lit Support
-  **Search Key Term, Apply Issue Code**  
Audience: Paralegal (Presenter) / Lit Support
-  **Reports**  
Audience: Paralegal (Presenter) / Lit Support / Attorneys
-  **Presenting in Trial**  
Audience: Paralegal (Presenter) / Trial Tech / Attorney / Lit Support