

Trainer Certifications

Eclipse SE Trainer Certification	2
Eclipse SE Train-the-Trainer Topics	2
TrialDirector 360 Trainer Certification	4
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 an Administrator certification in the same product they wish to certify as a Trainer
- ✓ At least 6 months of experience using the software

Duration	Cost
3.5 - 4 hours	\$500

What to expect during the Exam

The trainer certification exam consists of 3 sections:

1. A 30-minute online written exam consisting of multiple choice and true/false questions. Books, notes, and access to the software are not permitted during the written section.
2. A 1-hour online written exam consisting of essay questions regarding 3 scenarios. The purpose of this section 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. On the following page, is a list of 10 potential topics as well as the audience to be trained. On the date of the exam, you will be told which 2 topics should be taught. You will then have 1 hour for each session.

Items that will be assessed during the Exam

- ✓ Does the training cover the requested content?
- ✓ Does the training appropriately address the given audience?
- ✓ Does the Trainer mention alternate methods of task completion when available?
- ✓ Is the Trainer Prepared/Knowledgeable on the subject(s)?
- ✓ Ability to engage the audience

Eclipse SE Train-the-Trainer Topics



The final section of the Trainer Certification exam will require you to conduct two 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 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?
- ✓ Does the Trainer mention alternate methods of task completion when available?
- ✓ Is the Trainer Prepared/Knowledgeable on the subject(s)?
- ✓ Ability to engage the audience

Topics

- | | |
|--|--|
|  Reviewing Batched Documents
Audience: Review Attorneys |  Setting up Users/Groups & Permissions
Audience: IT / Lit Support |
|  Working with Transcripts
Audience: Junior Attorney/Paralegal |  Case Creation
Audience: Lit Support / Case Admin |
|  A Deep Dive into Searching
Audience: Paralegal / Lit Support |  Native File Ingestion & Post-Ingestion Processing
Audience: Lit Support / Case Admin |
|  A High-Level Overview of the Desktop
Audience: Attorneys |  Set up a Review Pass, Tools for Managing the Review
Audience: Lit Support / Case Admin |
|  Reporting from the Desktop
Audience: Paralegal / Lit Support |  Running Productions
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
- ✓ At least 6 months of experience using the software

Duration	Cost
2 hours	\$500

What to expect during the Exam

The Trainer candidate will be required to teach an Ipro moderator on 5 subjects. On the following page, is a list of 10 potential topics as well as the audience to be trained. On the date of the exam, you will be told which 5 topics should be taught. You'll then have 15 minutes to conduct each session.

Items that will be assessed during the Exam

- ✓ Does the training cover the requested content?
- ✓ Does the training appropriately address the given audience?
- ✓ Does the Trainer mention alternate methods of task completion when available?
- ✓ Is the Trainer Prepared/Knowledgeable on the subject(s)?
- ✓ Ability to engage the audience

TrialDirector 360 Train-the-Trainer Topics



The Trainer Certification exam will require you to conduct five 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) topics to conduct 10 to 15-minute training sessions on each of the topics to an Ipro moderator. Please feel free to bring prepared training outlines for your presentations.

Items that will be assessed during the Exam

- ✓ Does the training cover the requested content?
- ✓ Does the training appropriately address the given audience?
- ✓ Does the Trainer mention alternate methods of task completion when available?
- ✓ Is the Trainer Prepared/Knowledgeable on the subject(s)?
- ✓ Ability to engage the audience

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 |