Training Staff on Event Tech

A set of sequential steps aimed at educating event staff on using and troubleshooting new technological tools and systems. It is intended to ensure staff are well-prepared to handle tech-related tasks and challenges during events.

Step 1: **Assessment**

Assess the current skill levels of event staff regarding the new technology to tailor the training to their needs.

Step 2: **Material Preparation**

Prepare comprehensive training materials such as manuals, quick reference guides, and troubleshooting protocols.

Step 3: **Scheduling**

Schedule training sessions at times that ensure maximum attendance, avoiding busy event periods.

Step 4: **Conduct Training**

Conduct interactive training sessions, allowing staff to ask questions and engage with the new technology hands-on.

Step 5: **Hands-On Practice**

Provide opportunities for staff to practice using the technology in a simulated event environment.

Step 6: **Troubleshooting Drills**

Run troubleshooting drills to prepare the event staff for dealing with potential technology issues during events.

Step 7: **Evaluate**

Evaluate the success of the training through quizzes, practical tests, and feedback forms.

Step 8: **Follow-Up Training**

Schedule follow-up sessions to address any areas of difficulty and introduce any new features or updates.

General Notes

Continuous Support

Ensure ongoing technical support is available for staff post-training for handling unforeseen issues.

Updates Notification

Develop a process to keep staff informed about updates and provide additional training if necessary.