

Software training day

Date: July 23, 2026

Timeline

08:30 – 09:00 Arrival and Check-In

Participants check in, pick up training badges, and collect course reference manuals. IT support staff are present to greet attendees upon arrival.

Location: Main Auditorium Lobby

09:00 – 09:45 Login Assistance and System Setup

Technical support assists participants in logging into the enterprise environment and configuring user credentials. Any account permissions or network access issues are resolved.

Location: Computer Lab A

09:45 – 10:15 Platform Overview Keynote

The lead instructor presents an overview of the software interface, overall architecture, and key updates. Learning objectives for the day are introduced.

Location: Computer Lab A

10:15 – 10:30 Morning Coffee Break

Enjoy fresh coffee, tea, and light snacks in the lounge area. Network with fellow attendees before entering the deep-dive sessions.

Location: Cafeteria Lounge

10:30 – 11:45 Core Functionality Tutorial

A step-by-step walkthrough covering basic navigation, core features, and primary system workflows. Participants follow along on individual workstations.

Location: Computer Lab A

11:45 – 12:45 Live Usage Workshop

Attendees engage in real-time scenario simulation using sample datasets in a controlled sandbox environment. Instructors walk around to answer questions and offer tips.

Location: Computer Lab A

12:45 – 13:45 Catered Lunch

A hot buffet lunch is served with options catering to various dietary needs. Take time to relax and recharge before the afternoon technical sessions.

Location: Dining Hall

13:45 – 14:45 Advanced Modules Tutorial

Learn about automated workflows, API integration options, and customized analytics dashboards. This session covers power-user features for advanced task handling.

Location: Computer Lab A

14:45 – 15:00 Afternoon Refreshments

Grab a quick beverage and light snack to stay energized for the hands-on testing session.

Location: Cafeteria Lounge

15:00 – 16:00 Practical Testing and Skills Assessment

Participants complete a practical evaluation featuring hands-on challenges and troubleshooting tasks. Facilitators evaluate responses and provide real-time guidance.

Location: Computer Lab A

16:00 – 16:30 Open Q&A and Feedback

An open floor discussion addressing complex use cases and troubleshooting tips. Attendees submit an online training feedback survey.

Location: Computer Lab A

16:30 – 17:00 Certificate Awarding and Closing

Participants receive official training certificates during a short wrap-up ceremony. Concluding remarks are given by the training director.

Location: Main Auditorium