

**Vocera Training Announcement:**

Vocera training will begin Monday 2/25/19 through Friday 3/1/19. For those unfamiliar, Vocera is a hands-free communication tool that most current Larue Carter employees will be using at the NDI. It will be the primary communication tool and will replace the overhead paging system currently used. Visit this link for a look at the device <https://www.vocera.com/product/vocera-badge>

**Vocera users and trainers will be contacted in February with further instructions** on signing up for the course and completing two online courses required to be complete prior to coming to class. Please see the schedule and further information below:

Schedule:

2/1/19 to 2/25/19	Trainers and Vocera users review two Vocera Learning Management System computer modules.
2/25/19	Trainers will attend a 2-hour class from 1:00-3:00 p.m.
2/25/19 through 3/1/19	One hour Vocera training classes will take place.
3/18/19 through 3/22/19	One hour Vocera training classes will take place. This is will be for employees who will use Vocera but have not yet completed the training or who require additional training.

Vocera Users:

- Vocera users will review two Vocera LMS computer modules that will be assigned on 2/1/19 through Peoplesoft. These must be reviewed prior to attending the class
- Regular end user classes are 1 hour each. Most training will occur on 4A, but some may be held in the computer lab as well

Trainers:

- Trainers will attend a 2-hour class, observe a class, teach while observed, then teach their own classes
- Vocera users will review two Vocera LMS computer modules that will be assigned on 2/1/19 through Peoplesoft. These must be reviewed prior to attending the class
- Trainers will observe 1-hour Badge End User class 2/25/19, 3:30--4:30 p.m.
- 2/26/19 and 2/27/19, Trainers will begin teaching classes. A Vocera instructor will be present observing and assisting
- 2/28/19 and 3/1/19: Trainers teach classes unsupervised