



Solutions. Governance. Sustainability.

## **IsoMetrix Meeting Manager Training**

**Course length:**

2 hours

**Number of candidates:**

A maximum of ten candidates can be accommodated

**Candidate profile:**

Users who wish to exclusively use the IsoMetrix Meeting Manager (e.g. secretary) or improve their skills on the Meeting Manager.

**Course overview:**

- How to set up Meeting Templates
- How to schedule meetings on the Meeting Manager
- How to capture meeting minutes and actions set in meetings
- How to update progress on meeting actions
- Meeting manager reports

**Pre-requisite:**

This course can only be taken upon completion of a basic computer training skills course.