



# Certified TenForce Key User Training

1.200 EUR VAT EXCL

## Prerequisites

No formal prerequisites. However, having a basic working knowledge of the TenForce software is a great asset for the participant.

## Course Description

A beginner course designed for users of TenForce who want to improve their efficiency in working with the tool and gain a rich understanding of the core mechanics of the product.

Participants will acquire the necessary skills to manage data, extract data-based overviews, and optimize their daily activities with TenForce. They will learn how to create awesome filters and find specific info faster.

The course is structured as a mix of theory and hands-on workshop and everybody will have the chance to ask questions related to specific day-to-day scenarios.

At the end of the 2-day course, the participant will receive a personalized certificate after passing a brief test. The certification enables him to follow the next level of TenForce training program. After following this training, the **certified users are also empowered to act as a coach** for their fellow-colleagues using TenForce for day-to-day activities.

## Textbook, supplies and software

Participants of the course receive a printed textbook covering all course essentials. In addition, a training environment is provided for participants to perform all lab exercises. Upon request, the presentation used during the course will be available too.

## Required supplies and software

You need to bring your laptop with an up to date browser installed (Chrome, Firefox, Internet Explorer (10+), Edge, Safari).



Your laptop must be able to access the internet. You must have permission to make some changes to the WiFi settings. Specific instructions on how to access the WiFi will be provided. The training environment remains available for 1 week after the course.

## Course schedule

### Day 1: Learn the basic features of TenForce

- Understand the application structure
- Learn how to add work items to TenForce
- Understanding the details of a particular item
- Learn how to create an overview of your work items
- Discover how to personalize overviews and update items to your needs
- Tips & tricks to optimize work speed

### Day 2: Working with data using TenForce

- Search for work items
- Discover how to tune your smartlists
- Learn how to share your overviews with colleagues
- Export data to Excel and create well structured templates
- Tips & tricks to optimize work speed
- Certification Test

Disclaimer: Changes are possible.

The course content can be slightly adjusted during the training based on the participants' feedback, needs or questions. We also reserve the right to change the timing of the sessions in case of a low number of subscribers or unforeseen changes in the trainer's schedule. In this case, your registration will be valid for a following session or you will be fully refunded in case you are no longer able to attend.

### How do you subscribe?

For subscribing and other inquiries (e.g. course content, training calendar) drop an e-mail at [training@tenforce.com](mailto:training@tenforce.com).