

Actions to be taken after an OpenCMS training course

This information is for Chris Shimmin-Vincent or someone else in his absence.

On receipt of the delegate list, perform the following:

- Make a copy of the list and hand to Sherilyn Elmes in IT training
- Add the delegate names to the [web maintainers spreadsheet](#) and sort by surname (Web Awareness and Writing course only)
- Add the date attended to the [web maintainers spreadsheet](#) for each attendee
- If a delegate did not attend the course and they have booked subsequent courses then cancel their place on those courses and inform them by e-mail.
 - If they did not attend the CMS Essentials course then remove them from the [web-maintainers-v3](#) group
 - If they did not attend the CMS Advanced course then remove them from the [cms-template-dev](#) group
- Delete the date of the training course from the [training request form](#)
- For [CMS Essentials](#) add delegates to the [web-maintainers group](#)
- Send feedback e-mail:

Hi,

You recently attended the **(INSERT COURSE HERE)** course.

As we are constantly striving to improve training delivery within Digital Marketing & Communications, we would appreciate it if you could take a couple of minutes to complete the feedback form letting us know what you thought of the course. We do take all feedback seriously and it would help to shape future courses within Digital Marketing & Communications.

You can find the feedback form at <http://www.bath.ac.uk/digital/training/feedback/index.html>

Many thanks for your help.

- File the attendee list in the CMS attendee folder

Web awareness and writing

You might want to send some useful links to the delegates after training:

Hi,

You all recently attended the Web awareness and writing course.

Here are a few web pages that might be of use to you in the future:

- Marketing and Communications style guide: <http://www.bath.ac.uk/marketing/style-guides/>
- Online visual identity - <https://wiki.bath.ac.uk/display/visID/Online+Visual+Identity>
- Web guidelines - <http://www.bath.ac.uk/digital/guidelines-resources/>

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Many thanks for your help and good luck with your future web publishing!

