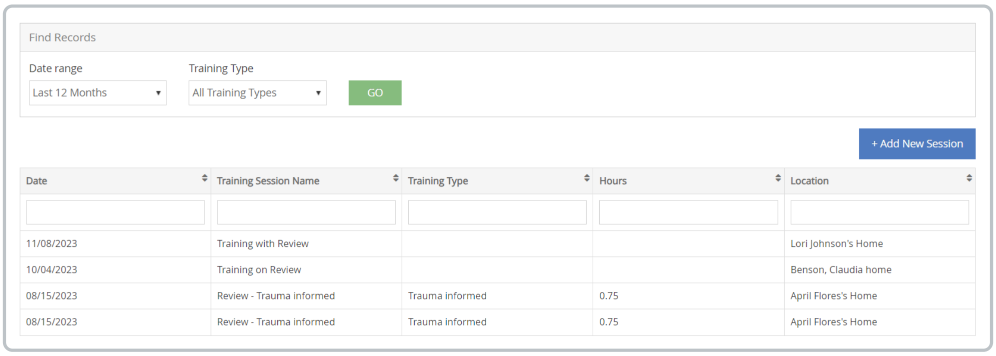
Add a New Training Session

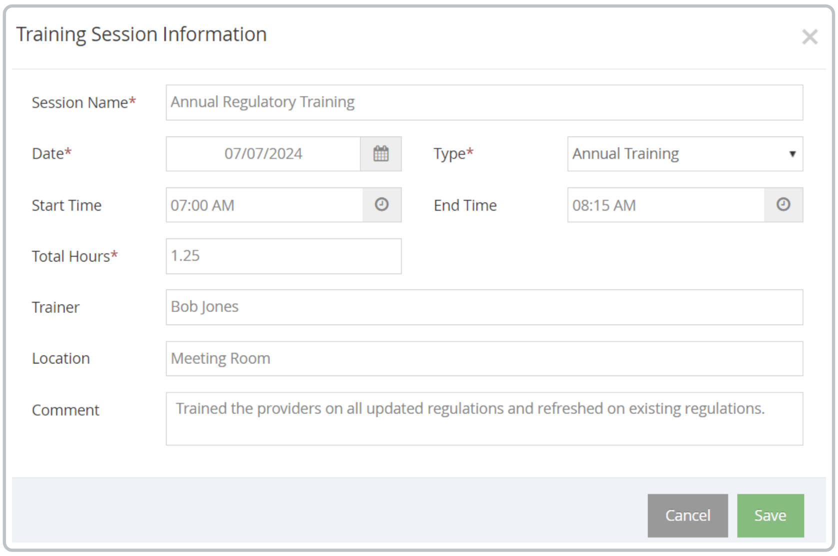
Last Modified on 07/16/2024 11:12 am CDT

When you record training sessions that are not offered/conducted during a home review, you must typically set up the training session first. You can create training sessions independently, or you can create a training session as you record an individual provider's training sessions.

1. From the menu to the left, click **Tools** and select **Training Sessions**. The Training Sessions window opens.



2. Click **+ Add New Session** . The Training Session Information window opens.
3. Click the **Session Name** box and enter a name for this training session. You should give each training session a name so you can identify it later. It should indicate the general topic/theme of the training, and maybe a location.
4. Click the **Date** box and enter the date on which the training was performed.
5. Click the **Type** drop-down menu and select the training type. You must set up training types to populate this menu. For more information, see **Set Up Training Types**.
6. Click the **Start Time** and **End Time** boxes and enter the start and end times for this training. The **Total Hours** box automatically calculates the total training time.
7. Click the **Trainer** box and enter the name of the person who conducted the training.
8. Click the **Location** box and enter the location where the session was held.
9. Click the **Comments** box and record any general comments about the training.



10. Click **Save**.

Once you have created a training session, you can assign multiple providers to it. See **Assign Multiple Providers**

to a Training for more information.