



TOSIA TRAINING AGENDA

6-8th February, 2012

Place: EFI temporary headquarters: Kauppakatu 40C, 80100 Joensuu, Finland

Focus of Meeting:

2-day workshop for ToSIA beginners (6-8th Feb, 2012 lunchtime to lunchtime):

- General introduction of SIA and ToSIA concept
- Guided tour through Extranet's internal TMUG webpages (where to find what)
- Guided tour through all the tools of ToSIA and how they connect (Database Client and Wizard, ToSIA tool, analysis tools, reporting)
- Hands-on training, where participants make their own mini-chains (5-10 processes) and will run them in ToSIA. Focus will be on using the Chain editor for creating chain topologies and new ToSIA Wizard for entering data via excel. While doing this, they will make the most common mistakes and learn how to solve or avoid them. This will be the main part of the training.
- **Goal:** the participants feel familiar with the tool, and have had the experience of making and running their own chains.

TMUG Assembly (8th Feb, 2012. 10-12 CET, *TMUG members only*):

- Ongoing activities and planned activities and co-operations
- further plans for dissemination, projects, and development.
- introduction of the new webpages (<http://tosia.efi.int>), which are hopefully finished by then)
- experiences from Training
- any other issues
- next meeting



2-DAY WORKSHOP FOR TOSIA BEGINNERS (6-8TH FEB, 2012 LUNCH TO LUNCH):

Location: EFI temporary headquarters: Kauppakatu 40C, 80100 Joensuu, Finland

This is a small and rather flexible workshop concentrating on the needs of the participants. In terms of duration, the times are approximate.

Monday 6th Feb, 2012: starting at lunchtime: The exact time is dependent on the Finnair flight schedule (please provide your flight details) until the evening (as long as we need/you can concentrate)

Content :

Show&Tell (ToSIA team):

- General introduction of SIA and ToSIA concept
- Guided tour through Extranet's internal TMUG webpages (where to find what)
- Guided tour through all the tools of ToSIA and how they connect (Database Client and Wizard, ToSIA tool, analysis tools, reporting)

Exercise (participants):

- Hands-on training, where participants make their own mini-chains (5-10 processes) and will run them in ToSIA. Focus will be on using the Chain editor for creating chain topologies and new ToSIA Wizard for entering data via excel. While doing this, they will make the most common mistakes and learn how to solve or avoid them. This will be the main part of the training.

Tuesday 7th Feb, 2012: full day of training, starting at 9 am local time (earlier if requested), until at longest 7.30 pm. Breaks can be arranged dynamically.

Exercise continuation (participants):

- Hands-on training, where participants make their own mini-chains (5-10 processes) and will run them in ToSIA. Focus will be on using the Chain editor for creating chain topologies and new ToSIA Wizard for entering data via excel. While doing this, they will make the most common mistakes and learn how to solve or avoid them. This will be the main part of the training.

8 pm: Joint dinner with TMUG Assembly participants at Ravintola Kielo, Suvantokatu 12, Joensuu (see map)

Wednesday 8th Feb, 2012:

- 9am local time (earlier if requested) until 11 am local time.
- **TMUG Members:** (10-12 CET (11-13 local time): 3rd TMUG Assembly.
- After Assembly: official end of workshop. However it is possible to continue with work on chains or networking with TMUG Assembly participants until departure.

PLEASE BRING ALONG your own laptop with administrator rights (!).