



NCRA-Pre-Approved CAT SMART TRAINING SOLUTIONS SEMINAR WORKSHOP

Presented by:

Grace Molson, CAT SMART Training Solutions, LLC, in collaboration with Karen L. Kerr, Stenograph, LLC

DATE: Saturday, November 3, 2018

TIME: 8:30 A.M. – 3:00 P.M.

LOCATION:
POTOWOMUT COUNTRY CLUB
439 Ives Road
East Greenwich, Rhode Island 02818

TIME

AGENDA

08:30 A.M. – 09:00 A.M.

REGISTRATION/CHECK-IN (coffee and muffins)

09:00 A.M. – 09:30 A.M.

BRIEF IT – UNDERSTANDING OPTIONS

09:30 A.M. – 10:00 A.M.

LIVE SUGGESTIONS

10:00 A.M. – 10:30 A.M.

COMMON REALTIME COMMANDS USED TO
FIX TIMES, DATES, AND UNTRANSLATES

10:30 A.M. – 10:45 A.M.

15-MINUTE BREAK

10:45 A.M. – 11:15 A.M.

PANES

11:15 A.M. – 12:15 P.M.

HOTSPOTS AND THE OOPS FORMAT SYMBOL – HOTSPOTS PANE

12:15 P.M. – 12:45 P.M.

NUMBER TRIGGERS

12:45 P.M. – 01:15 P.M.

LUNCH

01:15 P.M. – 01:45 P.M.

FILL IN FIELDS

01:45 P.M. – 02:15 P.M.

EZ TEXT

02:15 P.M. – 02:45 P.M.

EDITING SHORTCUTS

02:45 P.M. – 03:00 P.M.

QUESTIONS

NCRA-Pre-Approved CEUs

CEUs submitted by RISRA

TOTAL CEU CREDITS .45

CONCLUSION OF WORKSHOP

Register at www.risra.com