



LEAD ANNOUNCES

WebEx Best Practices

WebEx is a tool we use every day at NYS Department of Labor. This powerful online product has a wide variety of features that make hosting and attending a webinar easy and interactive. There are two recorded webinars in the Statewide Learning Management System (SLMS) that provide the best practices for WebEx.

WebEx Facilitation Tips: *With a host account for WebEx you can facilitate terrific webinar meetings and training. We will show you our tips and tricks for successful webinar setup and hosting.*

How to WebEx: *This is a short video that explains how to sign into a WebEx and how to use the most commonly accessed features of WebEx, such as chat and mute.*

Course Dates/Time

(Click on the course name to enroll in SLMS)

[WebEx Facilitation Tips:](#)

Time: 1 hour

[How to WebEx:](#)

Time: 15 minutes

Location:

SLMS

Delivery Method:

Recorded Webinar

Target Audience:

All DOL Employees

KEY WORDS TO SEARCH IN SLMS:

DOL WebEx Facilitation

KEY WORDS TO SEARCH IN SLMS:

DOL How to Use WebEx

REGISTRATION:

Self-enroll for this course through the [Statewide Learning Management System \(SLMS\)](#). Questions about registering for classes in SLMS, reasonable accommodations, or any other inquiries can be directed to LEAD by phone at 518-457-7442 or by email to labor.sm.lead@labor.ny.gov.

Please note that supervisory approval must be obtained before registering for any course.

WE ARE YOUR DOL



Department
of Labor