



ABOUT OTAN TRAINING: Workshop Descriptions

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Workshop title	Communicating with Google
Workshop description	This hands-on workshop will cover the aspects of communicating directly with others using the EDU and PUB tools contained within GSuites. This workshop can be customized to fit the needs of the requesting site and may include one or more of the following GSuites communication tools: Gmail, Inbox, Contacts, Tasks, Calendar, Google+, and Google Groups. Training coordinators should contact and discuss details with OTAN to specify tools and needs per workshop. Prerequisites: All participants must have a Google account. All participants should have either a working knowledge of Google, GSuites, or attended one of OTAN's "Google Tools and Drive" workshops. For more information about this and other OTAN Workshops contact OTAN at support@otan.us or call 916-228-2580.
Session length	3 hours
Format	Workshops: Training events at a physical location, of short duration (2 – 6 hours) but may be part of a series.

To find out more about any of these workshops, including dates and times offered, please check the [California Adult Education Professional Development Web site](#). This site has information on OTAN offered training, as well as training offered by CALPRO and CASAS.

Face-to-Face Workshop Requirements:

- The lab must contain at least one computer for every individual enrolled in a class - including the instructor.
- The Internet connection must be at least a T1 line.
- All computers being used must have Internet Explorer 9 or Firefox 20 or later and Adobe Acrobat Reader 10 or later.
- OTAN's Web site and its contents must be accessible on every computer used during a class.
- The instructor's computer station should be connected to an LCD projector and the room will need a screen for class viewing. (If a projector and/or instructor station is not available, OTAN can provide them).
- At least 10 participants must have completed the online registration 10 business days prior to the workshop.
- All Microsoft Office workshops require the correct version of Office to be installed on all computers in the lab to be used.
- Various workshops will require unblocked access to necessary Web sites.