



Trainings & Workshops



Get ready for a successful wiki start with practical know-how.

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Our trainings at a glance

Our training courses focus on the transfer of practical knowledge. The main goal is to get you ready to work with BlueSpice and effectively implement requirements.

■ **Quick training success!**

Together with your trainer you will work on various exercises. Through your participation you will quickly acquire knowledge and skills for working with BlueSpice or MediaWiki and benefit from valuable advice, orientation and assistance. Your trainer will support you in getting to know the various functions of BlueSpice in an efficient way.

■ **Standardized or individualized?**

We offer a standard framework for our training courses, which we can adapt to your individual requirements. Apart from that we provide individualised training courses and consultations according to your specific needs. Whatever you decide for, we prepare ourselves in a customer-oriented manner so you can achieve quick results and sustainable success.

■ **Where, how and under what conditions?**

You decide whether we come to your office, you prefer to visit us or whether you would like to benefit from an online-training. The prices for our various offers can be found on the following pages.

Please note that depending on the format selected, additional costs may occur for project management, travel and accommodation.

■ **Currently we offer the following trainings:**

- User Training
- Maintainer Training
- Admin Training
- Semantic Training

User Training

The optimal training for all users who work with BlueSpice on a daily base and want to achieve success quickly.



At a glance

Target audience	Newcomers or advanced users as required
Duration	6 hours
Participants max.	12
Format	In-house or online
Price	€ 2,100 (in-house) / € 1,500 (online)



Objectives of the training

The wiki as a collaborative platform lives and grows through the written knowledge of the participants. An essential success factor in the introduction of a company wiki is therefore the acceptance of the system by the users. With our user training we create optimal conditions for your employees to work with BlueSpice.



Agenda

- Access and orientation in the wiki
- Basic functions and practical examples
- Profile and Personal Settings
- Access to information: Search and Find
- Edit content: Creating, Editing and Formatting
- Creating and maintaining order and structure
- Tracking of own activities
- Use special functions, e.g. for quality assurance

Maintainer Training

The optimal training for editors or editorial teams who actively design the Wiki and fill it with content.



At a glance

Target audience	Wiki editors and/or editorial teams
Duration	10 hours within 1,5 days
Participants max.	6
Format	In-house or online
Price	€ 2,700 (in-house) / € 1,950 (online)



Objectives of the training

With the Maintainer Training you receive all the knowledge you need to professionally and efficiently use BlueSpice and become a competent contact for all users of the software in your company.

The training focus is on content design as well as administration of the wiki within the framework of administrative activities.



Agenda

- Page templates
- Rich editing of texts
- Concepts for the creation of structures
- Quality management
- Wiki care
- Rights management in accordance with users, groups and namespaces
- Timetable for the creation of a rights concept

Admin Training

The optimal training for technical administrators who are responsible for customer care and maintenance of BlueSpice.



At a glance

Target audience	Wiki administrators
Duration	10 hours within 1,5 days
Participants max.	6
Format	In-house or online
Price	€ 2,700 (in-house) / € 1,950 (online)



Objectives of the training

Wiki administrators are responsible for the care and maintenance of the system and need a broad and technical understanding of BlueSpice. With the Admin Training you deepen your competences for the technical administration and successful configuration of your BlueSpice wiki.



Agenda

- Terms, concepts and administration-relevant architecture of the wiki
- Introduction to the administration interface
- Individual adaptations (customizing, navigation, design, templates and skinning)
- Monitoring, configurations and settings
- Concepts for the creation of structures
- Administration of users, groups and namespaces
- Rights concept in connection with users, groups and namespaces
- System maintenance and security

Semantic Training

The optimal introduction to work productively with semantic concepts and make your wiki even more powerful.



At a glance

Target audience	Wiki editors and/or editorial teams
Duration	3 hours
Participants max.	6
Format	Online
Price	€ 750



Objectives of the training

Semantic MediaWiki (SMW) makes it possible to store data on a wiki page – in addition to texts and media content. By typified references (relations) and attributes, information can be linked meaningfully, made „more explicit“ and found better. With SMW your wiki becomes a powerful and flexible database. In our semantic training you will learn where the use of semantic is helpful and useful in your specific application. We will teach you the basics and explain to you how templates and semantic forms work so that you can work independently with semantic and create a semantic concept.



Agenda

- Semantic - what is it and how does it work?
- Semantic concepts in practice
- Creation of templates and semantic forms
- Semantic queries

Our workshops at a glance

In our workshops we systematically address your individual requirements, questions and objectives and develop practical solutions.

■ Working together for success

In comparison to our training courses, the topics in our workshops are largely set by the participants themselves. The transfer of knowledge and skills as well as the development of practical results are primarily achieved through proactive team work. Ideally, the workshop will start with a customer-specific problem or question and end with a practical solution for implementation. Of course we prepare ourselves according to your very specific needs in order to achieve practical results and a quick success together with you.

■ Where, how and under what conditions?

We recommend direct contact and exchange on site during workshops, as this is the only way to ensure an optimum in active cooperation. We leave it up to you whether we come to your office or you visit us. If a meeting is not possible, we optionally provide workshops in an online format. Please note that depending on the format selected, additional costs may occur for project management, travel and accommodation.

■ Currently we offer the following workshops:

- Power Workshop
- Semantic Workshop
- Rights Management Workshop

Power Workshop

*There is a magic inherent in every beginning.
The perfect basis for the successful start of your Wiki project.*



At a glance

Target audience	Wiki maintainer, wiki editors and advanced users
Duration	12 hours within 2 days
Participants max.	2
Format	In-house
Price	€ 3,700



Objectives of the workshop

Our Power Workshop is exactly the right introduction to your new wiki. Together with you, we develop a wiki architecture that is adapted to your company structure. For example, we organize content in namespaces, books and portals. After the workshop you will have the necessary knowledge to make further adjustments and configurations yourself and to further develop your wiki step by step.



Agenda

- Determination of your requirements and consulting for implementation
- Structuring and conception of the wiki
- Determination and configuration of the individual rights structure
- Creation and integration of page templates and content design for portals
- Setup and customization of an individual home page
- Adaptation of the design and layout to your corporate identity

Semantic Workshop

*Semantic based on your specific use case:
discuss, design and get started in an instant.*



At a glance

Target audience	Wiki maintainer, wiki editors and advanced users
Duration	12 hours within two days
Participants max.	4
Format	In-house (recommended) or online
Price	€ 3,700 (in-house) / € 2,950 (online)



Objectives of the workshop

Our semantic workshop provides you with the necessary understanding and skills for the optimal use of semantic concepts in your BlueSpice wiki. We specifically address your customer-specific requirements and your semantic use case and determine all required data. Based on this your use case will be implemented exemplarily. On the basis of this workshop, you can further develop your semantic concept, expand your wiki independently with semantic, and create semantic forms and queries.



Agenda

- Dealing with semantic and teaching the semantic concept
- Determination of the customer-specific use case, the required data, attributes and structures
- In-depth training for the creation of semantic templates and forms with the corresponding attributes and fields as well as the configuration of queries
- Creation of templates, semantic forms and semantic queries, adapted to the customer-specific use case

Rights Management Workshop

Configure rights in the wiki and extend the rights system individually and according to your needs.



At a glance

Target audience	Wiki maintainer and wiki editors
Duration	4 hours
Participants max.	6
Format	Online
Price	€ 1,450



Objectives of the workshop

In this workshop we analyse and specify the individual rights structure of your wiki together with you. For example, we assign group-, reading- and writing-rights as well as the right to delete pages. The results of the workshop are systematically documented in a rights matrix. Eventually your wiki is configured by our IT experts according to your specifications.



Agenda

- Determination of the right-specific structure of the wiki
- Querying roles (user groups)
- Creation of a rights matrix according to the respective requirements
- Illustration of the optimal rights structure of your wiki
- Allocation of initial rights as a basis for further development

Contact us

You have questions about our trainings and workshops or would you like to request an offer? We look forward to hearing from you and getting to know you.

Your contact person: Angelika Müller

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More than 80.000 downloads in 160 countries.

BlueSpice is a brand of Hallo Welt! GmbH, Germany's leading service provider for MediaWiki solutions. Our company was founded to make the technology and concepts of Wikipedia usable for companies. That's why we have been developing the collaborative knowledge management system BlueSpice since 2007. The platform is now used in more than 160 countries worldwide with over 80,000 downloads.

With our growing team of around 18 employees, we develop solutions for knowledge and quality management, IT- and technical documentation as well as organization manuals and wiki-based customer service and support solutions. By providing a complete and relevant set of accompanying services, we ensure that wiki projects are carried out in a structured manner. We consistently focus on open source software and are one of the world's leading providers and consultants for MediaWiki.

