



**interlink**<sup>TM</sup>  
training dissemination services

*Interlink Training Dissemination Services is a collection of innovative, professional, web-based technologies specifically designed to support and disseminate academic and research training. Our Interlink team will work with you to develop a customized website that puts your training online.*

## Capture and Disseminate Your Training

Every element of a training event is captured and enhanced through state-of-the-art technology. Interlink's team will attend your training event, videotape the proceedings, and adapt that content into online, multimedia formats.



### Text-based Q&As

Question-and-answer format focusing on discrete training topics, such as how to retain subjects or how to create a project timeline.



### Video-based Quick Tips (QT)

Brief video clips derived from face-to-face interviews with faculty to provide concise, to-the-point information on specialized topics through audio-visual display and transcript.



### Video/slide Presentations

15-minute to 1-hour presentations by faculty consisting of video, audio, slides, and transcript synced for easy viewing and navigation.



### E-training Courses

In-depth training courses presented by faculty consisting of video, audio, slides, and transcript synced and divided into topical chapters. Continuing education (CE) in multiple disciplines can be offered, if desired.



### E-training Curriculum

Emulates an in-person, multi-session training curriculum that can extend over several weeks or months. An e-training syllabus lists the series of training materials (courses, presentations, QTs, Q&As, or other documents) that need to be completed to achieve a specific learning objective (e.g., to understand the project management process). The syllabus walks users through materials in a step-wise fashion so they are completed in a certain order and along a certain timeline (e.g., due dates, must complete one course to open up the next).



“ Though we have used other options to disseminate various training programs in the past, none have come close to providing the professional, engaging, and interactive features that Interlink offers. ”

David Kupfer  
UPMC

## Secure Interactive Networking

an essential part of effective communication and collaboration among professionals

Online interactive networking tools extend and enhance training by providing unique opportunities to foster ongoing communication and collaboration. Interaction between faculty and trainees is essential for effective training. Interactivity among users also builds a sense of community and increases the likelihood that users will visit the website repeatedly.



### Topical Discussion Boards

group-wide threaded discussions with the ability to post comments, add new discussion topics, and receive email alerts and RSS feeds for postings based on user preferences.



### Collaborative Workspace

file sharing network which fosters collaboration (e.g., grant writing, publications) among faculty and trainees within a program. Documents can be uploaded and downloaded for ease of sharing. The network can be accessed from any location by authorized users and revisions are tracked for edited versions of documents. When multiple people are working on a project together, use of the collaborative workspace eliminates the confusion that repeated emailing of documents creates.



### Newsletter Template

web-based template customized for each training program which is used by training program staff to communicate with trainees through the website.

*“Interlink’s staff is informed and responsive. Launching a website involves a thousand moving parts and learning about a lot of unfamiliar technology. The staff is always willing to explain and/or demonstrate a new concept or technology and help us think about how it could be useful.”*

**Marc Atkins**  
LINKS Center



### Wiki

searchable community-wide knowledge base (e.g., procedures, timelines, relevant links, useful documents) specific to a training program. Members of the community can edit and add to this knowledge base (with prior versions automatically saved and authors identifiable) so that information is continually updated and maintained for accuracy.



### Ask-An-Expert Help Desk

trainees consult with faculty in their training program through text-based questions submitted via the website. Faculty are listed with their particular areas of expertise (e.g., IRB, HR, grant funding, networking). Trainees can email specific questions in the listed areas through the help desk. Faculty responses are sent directly to the trainee as well as posted to a searchable archive on the website.

## Administrative Features

Interlink’s web-based administrative features streamline administration of training programs through:



### Online applications

Potential trainees can complete and submit applications online. Once collected, applicant data is organized and delivered to the program coordinator.



### Survey system

Customized surveys can be generated to evaluate a training program and trainee career progress. Invitations to complete a survey (and email alerts for overdue surveys) can be automatically generated and sent via the website.



Online applications and custom-designed surveys are exported as convenient csv files which can be imported into your own database management program.



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### Interlink Training Dissemination Services

provides all organizational, videotaping, database management, website production, and website hosting functions needed to support the services outlined in this pamphlet. The specific services provided are determined by the needs of the particular training program. If needed, Interlink can further customize its services beyond that described above. The costs of these services are negotiated on a case-by-case basis depending on the types of services selected and the timeframe.

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