Talamus Platform

Detailed description and subscription guide
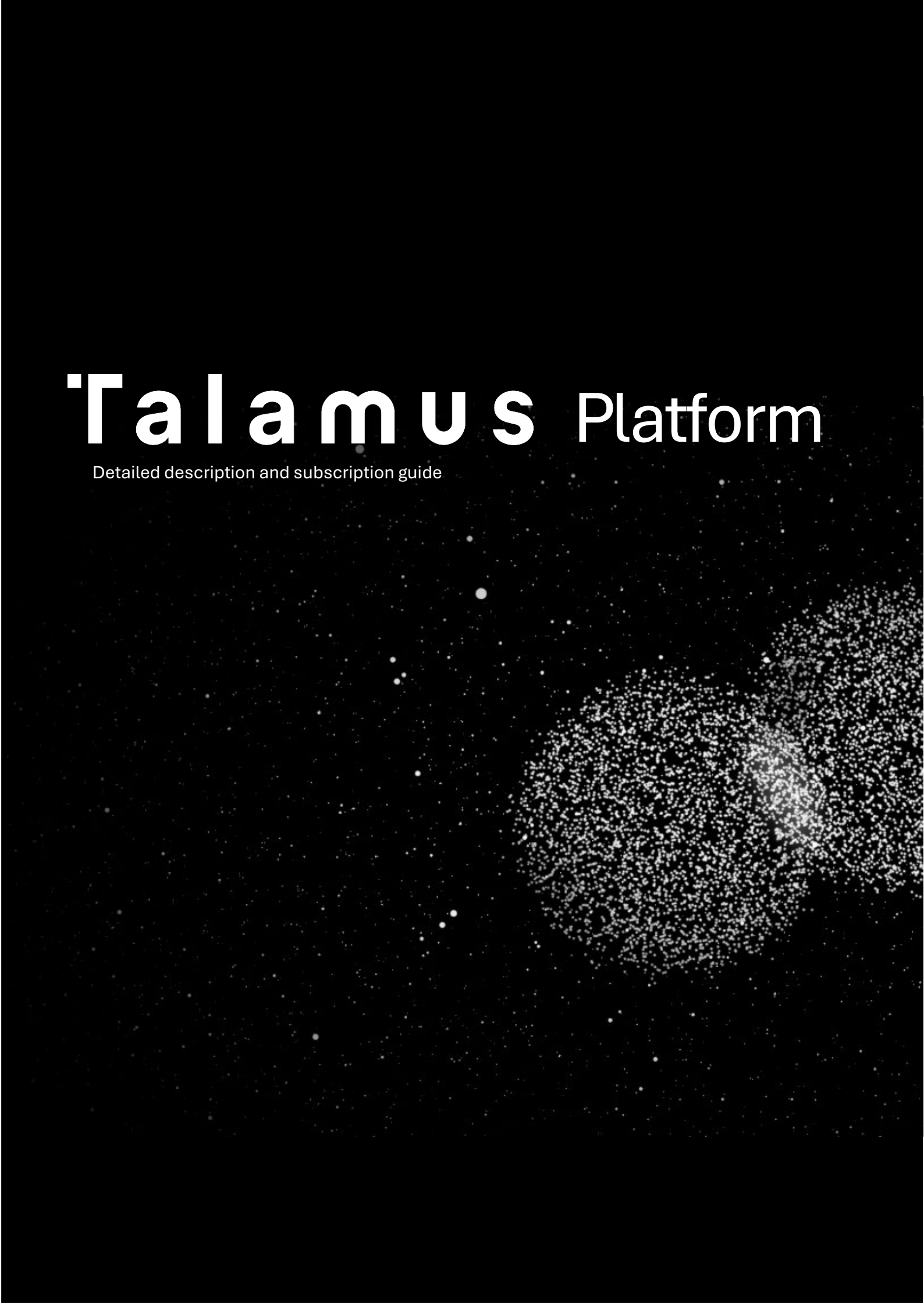
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1   What is the Talamus Platform

The Talamus Platform allows subscribers to attend live training with experts via Microsoft Teams. Participants can interact with the experts.

Our training sessions and conferences are conducted live through Microsoft Teams, not pre-recorded. They are scheduled frequently, every 2 to 6 weeks.

With our proprietary platform, subscribers can easily select the topics they are passionate about from over 30 available training courses and conferences: efficiency, collaboration, leadership, project management, time management, process improvement, sales, customer service and much more. With a simple click, they can organize their training calendar independently.

The platform's mission:

Creating possibilities to meet the challenges of today and tomorrow!

1.1   Training courses

Subscribers can choose training courses tailored to their skills and needs. Each course consists of 6 to 15 courses and conferences for a specific learning goal. Even after selecting a particular course, subscribers can enroll in any other courses within their subscription at any time.

1.2   Unlimited Training

The subscriber is free to create their own training schedule and can participate in as many courses and conferences as they wish. They can retake the same training sessions multiple times, enabling them to practise between sessions and seek advice from experts based on their practical experiences.

1.3   Attendance Report

Attendance is monitored during training sessions, and participants are emailed a monthly attendance report to update their training records. Certain subscriptions come with a Power Bi report, enabling the organization to track participants' attendance and the extent of training they have completed.

1.3.1   Subscriber Registration Method

Registering subscribers on the platform is very simple. This can be done via the online application or by contacting us.

> At registration:
1. The subscriber receives an email with a form to choose a training course.
2. After submitting the form, an email guides the subscriber to the appropriate course, allowing them to organize the included training and conferences.
3. Invitations to upcoming training sessions are automatically sent.

4. An invoice is sent within 24 hours, payable by cheque or credit card upon receipt.

2   Subscription types and billing plan

To address the varied educational requirements of organizations, bring in innovative work methods, boost team productivity, and enhance business workflows, the Talamus Platform provides five distinct subscription plans.

2.1   Discovery

The **3-month** "Discovery" subscription is **free** and lets users explore Microsoft 365 tools while learning essential soft skills for digital and hybrid work environments (see available training and conferences by subscription).

2.2   Efficient

The 6-month "Efficient" subscription provides access to several training courses, covering Microsoft 365 tools and essential human skills for digital and hybrid work (see table of training and conferences available by subscription). Several courses are included to help the subscriber target their specific needs.

List of courses:

Microsoft Teams owner and leader course
Collaboration and professional efficiency course
Microsoft Excel and Word efficiency course
Human skills in the digital age course

2.3   Leader

The "Leader" subscription, spanning **12 months**, provides members with the opportunity to enhance their leadership abilities. This membership grants access to a dedicated leadership training program (refer to the table of available training and conferences based on subscriptions). Furthermore, the "Leader" subscription includes an online form for goal setting, personality type analysis, and training course planning. Additionally, it offers one hour of consultation with a specialist.

2.4   Champion

The "Champion" subscription, valid for 12 months, offers training courses to help optimize business processes using Power Platform or Dynamics 365 tools. It targets key users in your organization who aim to deploy solutions in "Citizen" and "no-code" modes. Additionally, the subscription includes one hour of support for project planning or solution implementation.

List of courses

Course on implementing and managing Dynamics Sales for the sales team
Course on implementing and managing Power Apps solutions in Dataverse
Course on implementing and managing solutions with Microsoft List and Power Apps
Business Intelligence course with Power BI

Our team of "no-code" developers is also able to support subscribers in their projects through co-development workshops and by providing time banks to design processes and establish effective governance. We can also provide expertise on more complex projects by offering development services and technical support.

2.5   Enterprise Program

The enterprise program offers customized a la carte training.

The Talamus Platform allows you to design a customized curriculum tailored to your requirements. Depending on your specific needs, you can create various courses for different user profiles.

The training courses are offered in units of knowledge, each session consuming one unit. Subscriptions vary in duration depending on your needs. A custom form allows each customer to subscribe their users independently.

In terms of structure and costs, the rates are $70/unit for 100-399 units and $60/unit for 400+ units, with a minimum period of 12 months. There's no maximum quantity, and there's a Power BI dashboard to track the units consumed. Additional units can be acquired after the initial units have been consumed.

3   Frequency of Training

The training courses are offered approximately every two to five weeks for "Discovery" and "Effective" subscribers, allowing them to follow the same training several times. "Champion" and "Leader" subscribers benefit from sessions every six weeks. For the "Leader" subscription, two cohorts start between September 1 and December 31, and three cohorts between January 1 and June 30.

Enjoy free access to the Platform to view all training course and conference dates.

4   Subscription details and personalized access to the Talamus Platform

4.1   Subscription to the Talamus Platform during the membership period:

- Unlimited access to the Microsoft Teams Talamus environment.
- Registration for online training available in the program calendar.
- Online training is delivered in the platform's Microsoft Teams environment.
- Participants must have a microphone, and speakers or headphones installed on their computer (the Talamus Platform does not include equipment to attend the training).
- Access to Q&A sessions to ask live questions to a trainer, related to the themes and training of the Talamus Platform.
- Download-free viewing access to technical content available on the Talamus Platform SharePoint site.

4.2   Personalized access to the Talamus Platform during the membership period (Enterprise Program):

- Registration for online training available in the platform's calendar.
- Online training is delivered in the platform's Microsoft Teams environment.
- Participants must have a microphone, and speakers or headphones installed on their computer (the Talamus Platform does not include equipment to attend the training).
- Download-free viewing access to technical content available on the Talamus Platform SharePoint site.

5   Workshop and support time bank

To enhance subscriptions and drive engagement, we provide co-development workshops tailored to address the unique objectives and strategic priorities of teams and leaders.

We optimize your collaborative spaces, team performance, improve specific processes and implement applications such as Power Apps, Power Automate, Power BI and Dynamics in a continuous improvement process.

6   Plan Pricing

Discovery	Efficient	Leader	Champion
Free	$540 for 6 months,	$1300 for 12 months	and $1900 for 12 months

6.1   Enterprise Program (Custom Subscription)

100-400 credits	400+ credits
$70/credit	$60/credit

7 Subscription Terms and Conditions and Personalized Access to the Talamus Platform

7.1 These terms and conditions apply to anyone with access to the Efficiency Platform. You are responsible for communicating it to the appropriate person.

7.2 Subscriptions are non-refundable, non-shareable, and non-transferable over time. This condition applies in the event that the subscription is cancelled by the customer before the end of the membership period and also applies in the event of an interruption of Talamus' permanent business.

7.3 The Talamus Platform and all of its contents, including, but not limited to, all text, displays, graphics, photographs, videos, audios, presentations, are the property of Talamus and are protected in all forms by intellectual property laws, including, but not limited to, copyrights, trademarks, patents, trade secrets and other proprietary rights. Consequently, it is forbidden to copy, reproduce, modify, reformulate, republish and, more generally, to use the elements making up the program, both in part and in full, without having first obtained the prior written authorization of Talamus.

7.4 The content presented as part of the subscriptions and personalized access, including, among other things, all content from Teams video conferences, is the property of Talamus and is protected in all forms by intellectual property laws. Consequently, it is forbidden to copy, reproduce, modify, reformulate, republish and use the elements making up the Talamus Platform, both in part and in full, without having obtained the written authorization of Talamus.

7.5 Teams' video conferences must be viewed by subscribers personally (including personalized access). These cannot be viewed, listened to or downloaded by any technology (an artificial intelligence tool, for example).

7.6 Discovery Subscription
- Subscriptions are assigned to individuals and cannot be shared.
- Subscriptions are not transferable in time.
- The Discovery subscription is free of any commitment and free of charge.

7.7 Efficient, Leader, and Champion Subscriptions
- Subscriptions are assigned to individuals and cannot be shared.
- Subscriptions are not transferable in time.
- Subscriptions are non-refundable, except that a request is sent…
- By completing and submitting the subscription form, subscriptions will be activated within the next 5 hours and your team will be able to register for the Program's training.

- An invoice payable within 30 days will be sent by email within 24 hours of the registration form being sent.

8 List of available training sessions and conferences through subscription

To review the objectives and details of the training, visit the Talamus Platform at no cost. Apply filters to search for training sessions and conferences. This platform allows you to scrutinize the content of each training session thoroughly.

Name of the training course or conference *Dates available upon request	Discovery	Efficient	Champion	Leader
Demystify Microsoft 365 and discover how to boost your Team's productivity	✓	✓	✓	✓
Demystify Dynamics 365: Improve Your Processes and Customer Relationships	✓	✓	✓	✓
Demystify process Improvement in Microsoft 365	✓	✓	✓	✓
Demystify project management with Microsoft 365*	✓	✓	✓	✓
Demystify Human Behaviour in the Workplace	✓	✓	✓	✓
Teamwork and collaboration with Teams		✓	✓	✓
Manage your Meetings with Teams and unlock a new level of efficiency and effectiveness		✓	✓	✓
Tips and tricks on communicating efficiently in Teams and Microsoft 365*		✓	✓	✓
Time Management in the Digital Age		✓	✓	✓
Manage your priorities, tasks and follow-ups in Outlook and To Do		✓	✓	✓
Planner: Assigning Tasks and Team Activities - The AGILE method		✓	✓	✓
Tips and tricks to fully enjoy all features of the New Outlook and Outlook Online		✓	✓	✓
Effortless Appointment Management with Microsoft Bookings*		✓	✓	✓
File management in OneDrive, Teams and the SharePoint libraries		✓	✓	✓
Manage Sharing and Security of SharePoint Sites, Libraries and Folders in Teams		✓	✓	✓
Lists in Microsoft 365, SharePoint, and Teams		✓	✓	✓
Jazz up SharePoint & Team sites*		✓	✓	✓
Make the most of Microsoft Forms		✓	✓	✓
Improve Process automation with Power Automate		✓	✓	✓
Excel 1 Essentials: The Basis of an Effective Spreadsheet		✓	✓	
Excel 2 Essentials: Creating a Table and Entering Data		✓	✓	
Excel 3 Essentials: Excel functions and calculations		✓	✓	
Excel 4 Essentials: Pivot Tables and Charts		✓	✓	
Get off to a good start with Dynamics Sales and Outlook		✓	✓	
Advanced searches, marketing lists and views in Dynamics 365 and Power Apps		✓	✓	

Name of the training course or conference *Dates available upon request	Discovery	Efficient	Champion	Leader
Graphics and dashboards in Power Apps and Dynamics 365		✓	✓	
Disc – what's your colour? – optimize communication and collaboration!		✓	✓	✓
Energy and stress management – what do the experts say?		✓	✓	✓
Intergenerational teams – making the most of the differences		✓	✓	✓
Talent management – best practices for attraction and retention		✓	✓	✓
The art of feedback and difficult conversations – Psychologists' advice		✓	✓	✓
The secrets of conflict management - Getting to win-win in 6 steps		✓	✓	✓