

Talamus

Talamus Platform Detailed Description and Subscription Guide

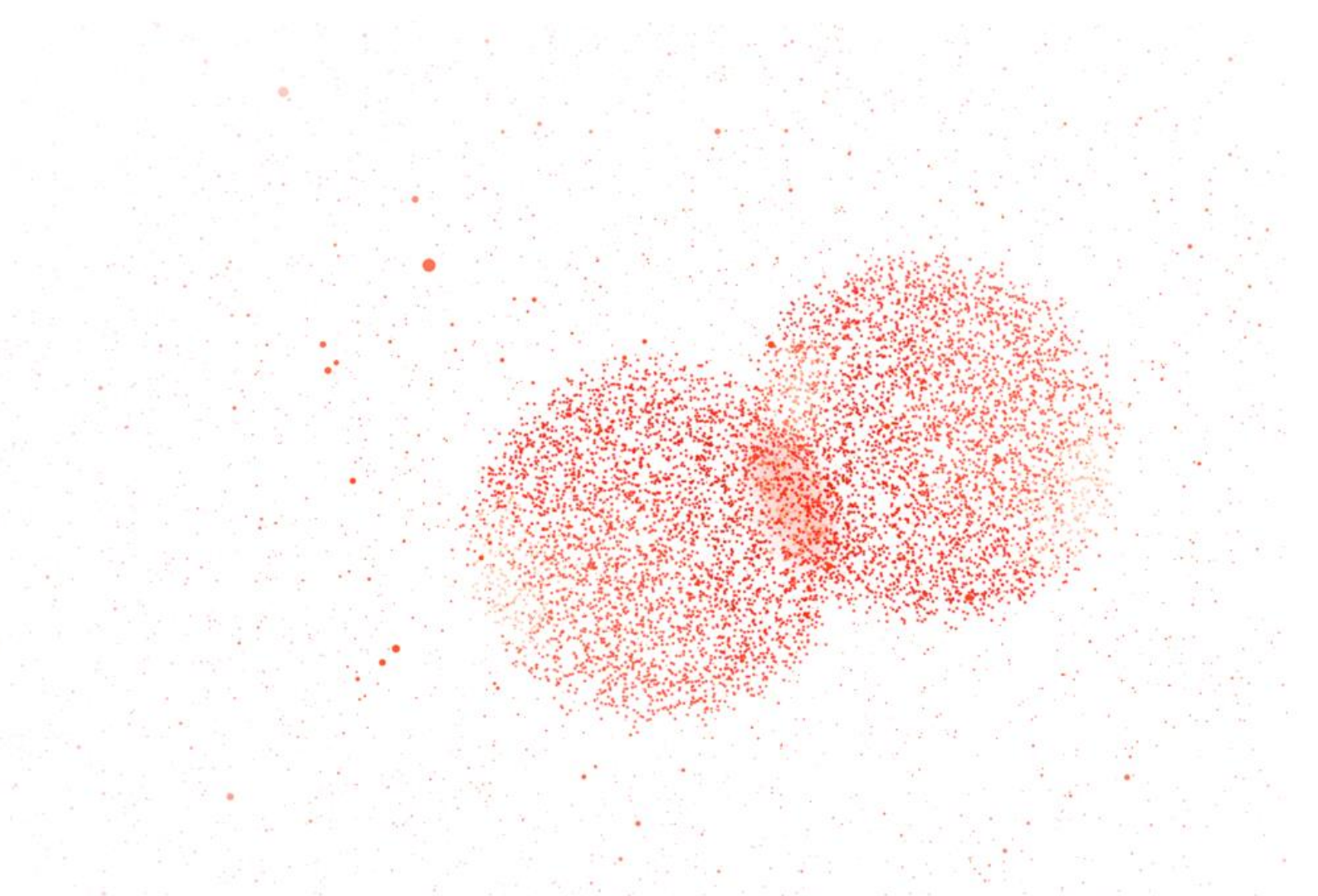




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1. What Is the TALAMUS Platform?

TALAMUS is a collaborative training platform that enables your teams to grow on the right topics, at the right time, with the right tools. All our training sessions are facilitated live by passionate and accessible experts. No passive video capsules here - just real human interactions.

Our mission is to co-create possibilities to tackle today's and tomorrow's challenges.

With TALAMUS, each subscriber can:

- Choose from over 20 live online trainings
- Learn live through Microsoft Teams
- Ask questions, participate, and test tools
- Schedule training sessions based on priorities
- Explore topics like productivity, leadership, time management, collaboration, sales, digital intelligence, and more

Each training is offered live, in small groups, with hands-on experts. No impersonal videos, just real people committed to helping you succeed, in a warm, action-oriented atmosphere.


Training Courses

A course is a strategic selection of training sessions built around a specific goal, designed for a coherent and structured learning journey. Each course includes 6 to 10 sessions to help develop a skill or achieve a job-related objective.

Subscribers can:

- Choose one or several courses
- Follow sessions in sequence or at their own pace
- Revisit or retake sessions as often as needed
- Explore other training sessions based on their subscription

Unlimited (and flexible) trainings

- Attend as many sessions and conferences as you wish during your subscription period.
 - Repeat the same training if you want to practice, review, or discuss real experiences with the expert.
 - Training sessions are offered continuously, with varied time slots to suit all schedules.
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Your progress, front and center

Every month, subscribers receive an automatic attendance report by email, detailing:

- Attended trainings
- Participation dates
- Total hours accumulated

This report helps to:

- Track your development
- Keep training records
- Showcase your efforts to your manager

For organizations (Enterprise Program or multiple subscriptions), a Power BI report tracks team-wide progress.

How to register?

Quick and easy from the start:

- Upon subscribing, you'll receive an email with an interactive form to select your training course(s)
- Once completed, a personalized link is sent to schedule and join the session
- Invitations are sent automatically based on selected courses
- An invoice is sent within 24 hours (payable by card or cheque)

Video Policy

Training sessions must be attended live and personally by the subscriber.

Recording tools, AI, or any technology to capture or download training sessions is strictly prohibited.

Replay videos are accessible only to participants for up to 2 months via a secure link. No recording may be kept or shared outside the platform.

2. Subscription Types and Billing Plan

TALAMUS offers four subscription types tailored to various stages of professional development - whether you're exploring, structuring your practice, growing as a leader, or transforming business processes.

Each subscription provides live training led by experts, practical tools, and personalized support.



DISCOVERY PLAN

Duration: 3 months | Price: Free

- A way to explore the platform
- Live training sessions on Microsoft 365 basics and essential human skills for hybrid work
- Includes access to the Discovery course

EFFICIENT PLAN

Duration: 6 months | Price: \$540/person

- Access to 60+ live different training sessions focused on Microsoft 365 and human skills
- Unlimited access during the 6-month period
- Monthly attendance reports
- Replay available for 2 months post-session

Included Courses:

1. Professional efficiency & collaboration
 2. Time, task, and priority management in the digital age
 3. Team ownership with Microsoft Teams
 4. Secure your files and data with Microsoft
- 

PREMIUM PLAN

Duration: 12 months | Price: \$1300/person

The Premium subscription is TALAMUS' most comprehensive offering.

It provides full access to the entire TALAMUS platform, including all courses available in the Effective subscription, as well as all advanced Leader and Champion learning paths.

This subscription is designed for professionals who want to strengthen their leadership skills while also optimizing, automating, and transforming business processes using Microsoft 365, Power Platform, and Dynamics 365.

It is ideal for:

- Leaders and managers seeking to enhance their impact, decision-making, and ability to mobilize teams
- Key users and digital champions looking to deploy practical solutions using a *citizen* or *no-code* approach within their organization

What's included in the Premium subscription

- Full access to all TALAMUS courses and learning paths
- A positioning questionnaire to identify goals, priorities, and leadership profile
- Personalized learning path recommendations
- One hour of expert support to help plan or implement a project
- Access to co-development workshops
- The option to purchase discounted support hour bundles for faster execution and complex initiatives

Leader and Champion Learning Paths

Leader learning paths are designed for managers and professionals seeking to strengthen leadership posture, influence, and team engagement.

Champion learning paths are intended for key users and digital champions who want to deploy, automate, and optimize solutions using Microsoft 365, Power Platform, and Dynamics 365.

Both learning paths are fully included in the Premium subscription.

ENTERPRISE PROGRAM

Duration: 12 months | Price: Unit-based

The Enterprise Program allows organizations to design a personalized learning path, tailored to their own priorities.

The Enterprise Program works with a unit-based system: each *Efficient plan* training equals 1 unit, while *Premium plan* training requires 3 units.



Pricing structure:

- \$60/unit for 50 to 399 units
- \$50/unit for 400 units and more

Included courses:

- Free choice of trainings from the full TALAMUS offering → customized paths for different profiles
- Simplified and self-managed subscription form
- Attendance tracking via a Power BI dashboard
- Ability to purchase additional units at any time

3. Training Frequency

For Discovery & Effective:

Training is offered every 2–6 weeks, depending on the topic. You can attend multiple sessions weekly or repeat the same course.

For Premium:

Exclusive training is offered every 6 weeks to allow deeper learning, experience sharing, and realistic scheduling.

Leader learning path – cohort-based format (Premium subscription only):

Fall: 2 cohorts (Sept–Dec)

Winter/Spring: 3 cohorts (Jan–Jun)


This cohort-based format is designed for Premium subscribers to foster peer exchange and structured progression.

4. Subscription Details and Access

All subscriptions include complete, unlimited access to the Talamus platform (via Microsoft Teams) for the duration.

Individual Subscriptions (Discovery, Effective, Premium):

Includes:

- Dedicated Teams space
 - Training calendar
 - Free registration to trainings
 - Live expert-led sessions
 - Read-only access to materials (SharePoint)
 - Q&A sessions
 - Monthly attendance email
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- Replay access (2 months – not included in Discovery)

Enterprise Access:

Same benefits as individual plans, plus:

- Centralized registration
- Role/group-based training assignment
- Power BI dashboard
- Custom course creation
- Internal management of participants

5. Workshops and Support Hours

To enrich subscriptions and support teams, TALAMUS offers:

- Co-development workshops tailored to strategic needs
- Optimization of collaboration spaces
- Team performance boosting
- Process improvement
- App implementation: Power Apps, Automate, BI, Dynamics

Support hours available for:

- Custom process design
- Governance establishment
- Technical and deployment support



6. Pricing

6.1 Individual Subscriptions:

| <i>Subscription</i> | <i>Duration</i> | <i>Pricing</i> |
|---------------------|------------------|----------------|
| Discovery | 3 Months | Free |
| Effective | 6 Months | 540\$ |
| Premium | 12 Months | 1300\$ |

6.2 Enterprise Program:

The Enterprise Program operates on a unit-based system, where each completed course consumes either one or three units.

Trainings included in the *Efficient* plan: 1 unit

Trainings included in the *Premium* plan: 3 units

VOLUME PRICING:

- 50 to 399 units: \$60/unit
- 400 units and more: \$50/unit

The minimum commitment period is 12 months. There is no maximum quantity. Additional units can be purchased at any time.

A Power BI dashboard is provided to track unit consumption in real time.

7. Terms & Conditions

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

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.

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.

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.

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).

DISCOVERY PLAN

- 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.

EFFICIENT AND PREMIUM PLANS

- 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. Table of Trainings & Conferences

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 thorough

| NAME OF THE TRAINING COURSE OR CONFERENCE | Discovery | Efficient | Premium |
|--|------------------|------------------|----------------|
| Demystify Microsoft 365 and discover how to boost your Team's productivity | ✓ | ✓ | ✓ |
| Demystify business intelligence with Power BI | ✓ | ✓ | ✓ |
| Demystify document management in Microsoft 365: Boost your digital efficiency | ✓ | ✓ | ✓ |
| Demystify Dynamics 365: Improve Your Processes and Customer Relationships | ✓ | ✓ | ✓ |
| Demystify process improvement in Microsoft 365 | ✓ | ✓ | ✓ |
| Teams 1 - Teamwork and collaboration with Teams | | ✓ | ✓ |
| Teams 2 - Tips and tricks on communicating efficiently in Teams and Microsoft 365 | | ✓ | ✓ |
| Teams 3 - Create and structure your Teams in Microsoft 365 | | ✓ | ✓ |
| Manage your priorities, tasks and follow-ups in Outlook and To Do | | ✓ | ✓ |



| NAME OF THE TRAINING COURSE OR CONFERENCE | Discovery | Efficient | Premium |
|---|-----------|-----------|---------|
| Planner: Assigning Tasks and Team Activities - The AGILE method | | ✓ | ✓ |
| | | | |
| File management in OneDrive, Teams and the SharePoint library | | ✓ | ✓ |
| Lists in Microsoft 365, SharePoint, and Teams | | ✓ | ✓ |
| Microsoft Forms - Create Forms and Surveys | | ✓ | ✓ |
| Improve process automation with Power Automate | | ✓ | ✓ |



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