

**Q: Does DORIS send out reminders about the course once booked on?**

**A:** Yes, a reminder email is sent 7 days before the face to face course. See below for an example:

*From: [tutor@skillgate.com](mailto:tutor@skillgate.com)  
Sent: 26 September 2019 13:08  
To: NAME  
Subject: REMINDER: GDPR, Information Security & Freedom of Information Suite - 03-Oct-19 10:00  
Importance: High*

*Dear All, Just a reminder to you the above session you have booked to attend via DORIS is still scheduled for Course Date: 03-Oct-19 10:00 at Course Location: Conference Room 1. Please let us know if you require any further information. We look forward to seeing you there. Kind regards  
[Training@dacorum.gov.uk](mailto:Training@dacorum.gov.uk)*

Corporate & Democratic Support will, in addition to this, continue the text reminders and still include upcoming sessions in Members News.

**Q: When will the system 'go live' for councillors?**


**A:** Donna has a meeting with the system providers on 7<sup>th</sup> November. We will work together to make sure it goes live for councillors asap and will keep MDSG up to date on its progress.

**Q: Are the objectives of the course displayed when booking?**

**A:** Yes, you can add an outline document which will be attached to their confirmation email

Q: Example of the evaluation form

A:

 <b>DORIS</b> Dacorum On-line Resource for Interactive Study	<b>Evaluation Form</b>		
Please complete the form below. All mandatory questions are marked *.			
<b>Course Title</b> Corporate Fraud & Conduct Suite	<b>Course Date and Time</b> 03-Sep-19 10:00	<b>Course Venue</b> Conference Room 1	<b>Course Trainer</b> Elaine Hopkins
<b>* Please rate the overall quality of this course/event</b> Excellent: <input checked="" type="radio"/> Good: <input type="radio"/> Satisfactory: <input type="radio"/> Poor: <input type="radio"/> Very Poor: <input type="radio"/>			
<b>* Please rate your knowledge of the topic after undertaking this training</b> Excellent: <input checked="" type="radio"/> Good: <input type="radio"/> Satisfactory: <input type="radio"/> Poor: <input type="radio"/> Very Poor: <input type="radio"/>			
<b>* Please rate your trainer's presentation style and knowledge</b> Excellent: <input checked="" type="radio"/> Good: <input type="radio"/> Satisfactory: <input type="radio"/> Poor: <input type="radio"/> Very Poor: <input type="radio"/>			
<b>If any, in what ways could the course/event be improved?</b> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>			
<b>Other Comments</b> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>			
<i>No answer provided</i>			
<a href="#" style="background-color: #4CAF50; color: white; padding: 5px 15px; text-decoration: none; border-radius: 3px;">Save Answers</a>			

If you have any further questions, please let Katie Mogan know and she can speak with Donna Deaton.