

# How to Welcome ME

## Home Menu

*Welcome to the Welcome ME training! This document will help you to navigate the modules. Feel free to leave this document up as you move through the training. Please note that you must complete the training in one session. You can pause the slides and come back but if you time out you may lose your place. This training could take up to sixty minutes. Please plan accordingly.*

1. This training consists of three learning modules and a final quiz. To begin, click on the Understand ME button. When you complete Module 1 - Understand ME you will return to this menu. Module 2 - Respect ME will open when you complete module 1.



The graphic features the 'Welcome ME 2.0' logo in a mix of script and bold sans-serif fonts. Below the logo, a text box explains the training structure. A large purple arrow points down to a row of four colored buttons: 'Understand ME' (purple), 'Respect ME' (light blue), 'Help ME' (light green), and 'Quiz ME' (pink). The background of the graphic is a photograph of three plates of lobster, corn, and lemon on a red wooden table.

**Welcome ME 2.0**

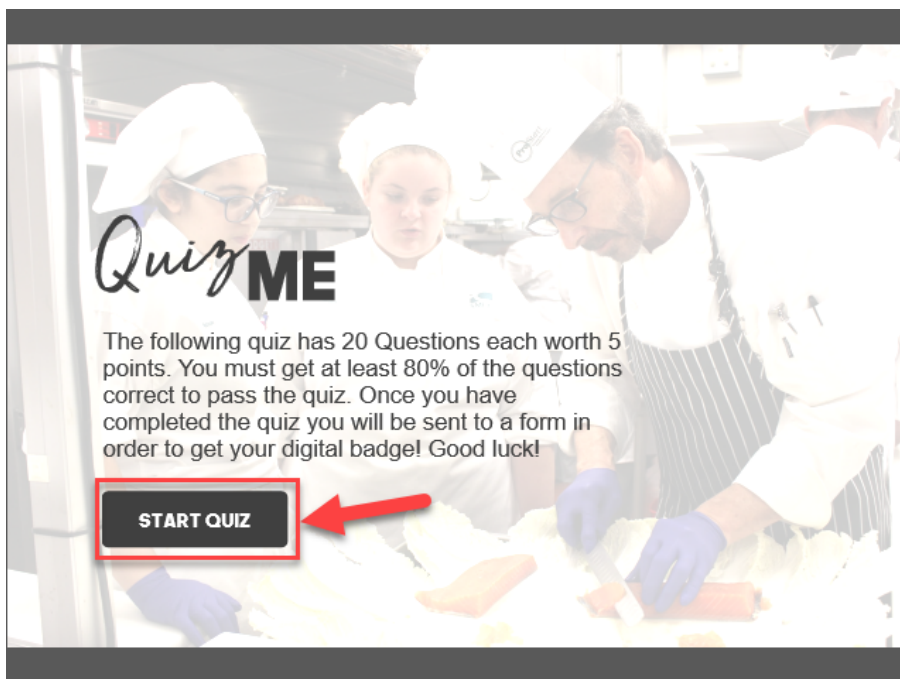
This training consists of three learning modules and a final quiz. To begin click on Module 1: Understand ME below.

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**Understand ME**   **Respect ME**   **Help ME**   **Quiz ME**

## Navigating

2. To move through this training, you will use buttons. Some examples are below. You cannot skip through videos. You can only use the seek bar after you have viewed the videos. To pause any slide, simply click on the slide. Click again to resume.



## Claiming your Badge



When you complete this training, you will have the opportunity to receive a digital badge. Please note that to receive the badge, you must complete the training and submit the form on the last slide. If you do not submit the form, you will not receive the badge. After completing the training, It could take up to a week for you to receive your badge via your email after you submit the form.

Questions about badges can be directed to:

[jlafricain@mccs.me.edu](mailto:jlafricain@mccs.me.edu)

## Thank you -

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A very special thanks also goes out to those that participated in the re-creation of this training; Matt Ginn, Prentice Hospitality Group, Cait Grant, Ginny Petrovick, Canopy Hotel Portland, Don Littlefield, Maine Brews Cruise, Ilma Lopez, Chaval Restaurant, Travis Ferland at the Rangeley Inn and his staff, Maureen Lasalle, Michael Clay-Allen, Jill Hannaford, and Katie O'Donnell at Southern Maine Community College, that provided use of the McKernan Center. Timber-Frame Productions for their film production and finally thanks to all of those that helped to create the original Welcome ME curriculum upon which the 2.0 version was based.

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