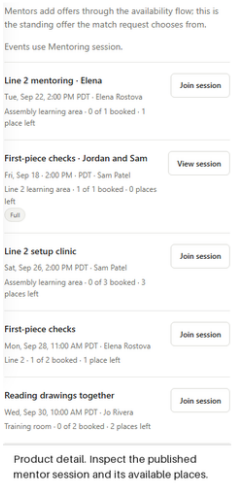
BOOK AND ATTEND AN OFFERED SESSION

Make session choices clear at the point of booking

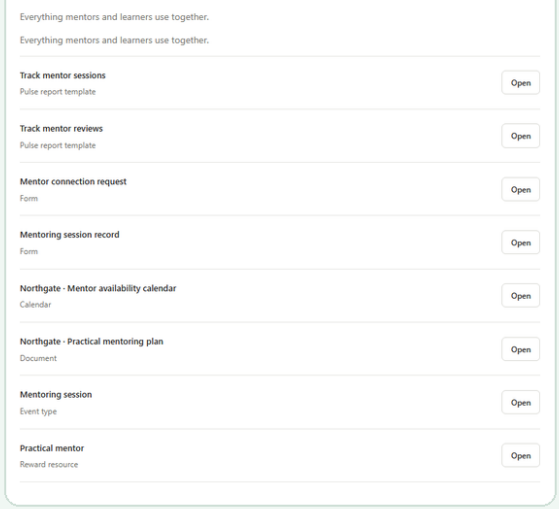
Use available session details and current capacity to book a place or join the waitlist when the desired offering is full.

Book a place > Attend and confirm

SkillSmith · Inspect published mentoring sessions and available places



SkillSmith · Publish a useful collection of mentoring resources



Inspect published mentoring sessions and available places



Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon KEYSIGHT TECHNOLOGIES AMERICAN EAGLE Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Book a place; Attend and confirm	Respond with attended / no-show / cancelled, booking, capacity respected and takeaway.

Use the waitlist when the session is full

In a worked example, the desired session has no available place; use the actual offering information before treating the person as booked.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Available sessions	Open the selected material for this occurrence.
Recorded response	booking, capacity respected and waitlist when full	Save the response with its work context.
Review point	capacity respected and waitlist when full	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Book and attend an offered session

Bring available sessions into the prepared work. Assigned team member each receive the context needed for their part.

01 Book a place

Record booking, capacity respected and waitlist when full.

02 Attend and confirm

Record attended / no-show / cancelled and takeaway.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Book and attend an offered session

A host publishes places in the sessions calendar - a first-aid class, office hours, a town hall - and each person books, attends and has the attendance on record for whatever required it. One offering, many bookings; the offering is a calendar resource, not a task here.

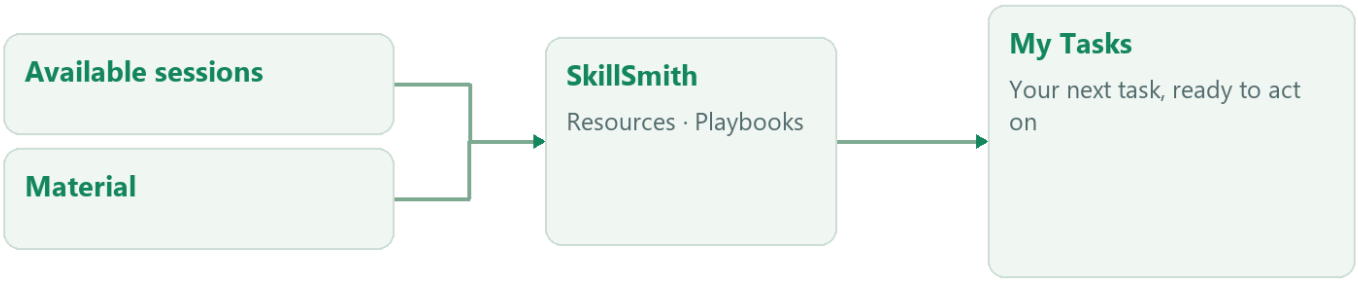
Monthly town hall · Plant A

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Available sessions The task uses this material	The sessions calendar with the host's offerings, places and capacity - published by the host in Resources; a mentor's own availability calendar works here too, which is how office hours are booked.
Material The task uses this material	Pre-read or session material.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose available sessions from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Choose the task, eligible recipients and deadline, then walk through the actual response fields.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains booking, capacity respected and waitlist when full. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring available sessions. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do people receive the prepared work?

Select the prepared task and the relevant recipients when assigning work. Making a playbook available to a group and giving a person a task are separate setup choices.

What is the outcome for the wider workflow?

Attendance recorded per booking (attended, no-show or cancelled); a required attendee's absence stays visible to whoever required it.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
An open item has no visible responsible next action.	Inspect task state, related work and the responsible next action in Pulse.
A completed entry is mistaken for the responsible person's decision.	Give the assigned team member the recorded response and agreed criteria for this decision.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Which offering can the person book, and is a place available?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact