

ConsulTraining

What is ConsulTraining? *Productivity Enhancement!* We train you how to save time using software (internal and with customers/vendors) to allow your people to work together more effectively! Get more work done with fewer people. People cost a lot - resulting in **Real** payback on this training.

We train your people - on your PC's, in your office, on your problems!

What Functional IT does	Examples of "Groupware" implemented
<ul style="list-style-type: none"> We consult, then train your people to use the features you need in the software you already own We show how to use functions you did not know existed or don't have the experience to implement We train your people <i>on your equipment, in your office, on your problems!</i> Strategic Partners: One-Stop IT Support employing tactical imperatives to achieve strategic objectives 	<ul style="list-style-type: none"> Calendars: Customer Calendars (Project schedules, Delivery schedules, due dates); Company Calendars (client-on-site work, meetings, Employee Birthdays, Accounting Due-Dates); Personal Calendars-Each person has their own "Day-timer" calendar; Out Of Office calendars (Vacation, Sick, Sales Travel Itinerary) Document Change Management – route documents Discussion database (like email that's "organized" for you – similar to Newsgroups) – even with customers Common Contacts (Rolodex) – Internally share the same contacts, externally manage your contacts for customers General Policies and Procedures etc. – (Insurance benefits, vacation policy, email/web browsing policy etc.). Procedures for every function your company performs. A better way to organize information so it doesn't get lost. Task scheduling, assigning tasks and tracking Instant Messaging – a valuable business tool
<p align="center">How we do it? Three phase implementation</p>	<p align="center"><u>Remote Access</u></p> <ul style="list-style-type: none"> Training on exactly how to access information remotely depending on where you are (Less frustration) Web access to email and "Public folders" Clients/vendors access information from a web browser Robust security - ensure the right people see information Online and Offline access to all information – from laptop, at home, or a hotel Experience with Windows 2000 and Windows XP to use their very advanced remote capabilities PDA's (Palm Pilots ...) – fully implemented
<p align="center">Phase 1</p> <ul style="list-style-type: none"> Assess the current environment to ensure the infrastructure and software will support the implementation. Key software components are Microsoft: Outlook, Office, Exchange Server, Windows 2000 and XP with a very robust antivirus and security. This may involve some upgrades and standardizing the desktops and servers Consult to determine your "Groupware" and remote access needs Develop training schedule <p align="center">Phase 2</p> <ul style="list-style-type: none"> Implement infrastructure to support training Training based on needs identified in Phase 1 <p align="center">Phase 3</p> <ul style="list-style-type: none"> Long-Term strategic consulting enhancing the implementation "Attrition" and Review/Enhancement/Jog The Memory" training Maintenance to support the environment 	

ConsulTraining Comparison Chart

How is Functional IT Training different from Brand “X” Training?

Customization of Classes and Personal Training Needs...	
Functional IT	Brand “X”
<ul style="list-style-type: none"> • Classes are scheduled when it’s convenient for YOU! • Training Manuals are customized for <i>YOUR</i> business • You learn how to customize <i>YOUR</i> PC for optimal usage • Trainer works with IT Department to configure computer for specific training needs • Assessment is made for the current environment to ensure the infrastructure and software will support the implementation. • Classes are in 30-minute training with 30-minute practice increments...optimal time for best retention and recall of information • Training takes place in <i>employee’s</i> work environment... Memory research indicates that familiar environment enhances memory retention and recall • Minimal work productivity lost since employee is not away from his/her workplace • No Travel time • We consult, then train your people to use the features you need in the software you already own • We show how to use functions you did not know existed or don’t have the experience to implement that are relevant to your business or job • Training focuses on the application of knowledge 	<ul style="list-style-type: none"> • Training Schedule is already set in stone • Manuals are Generic • PC’s at training facility are not customized as your PC is at work • Employee will need to return to work environment and share information with IT support for any changes necessary • No assessment is made of employee’s work infrastructure, etc. • Classes last from one 8-hour day to three 8-hour days consecutively...employee is over-whelmed with amount of information taught • Training takes place across town in unfamiliar Environment on unfamiliar equipment • Employee is away from work environment for lengthy period of time...loss of work for employee’s company • Employee must travel to training classes • No consultation of application requirements • You are introduced to functions that you may not need or use • Training focuses on generic functionality of the software program