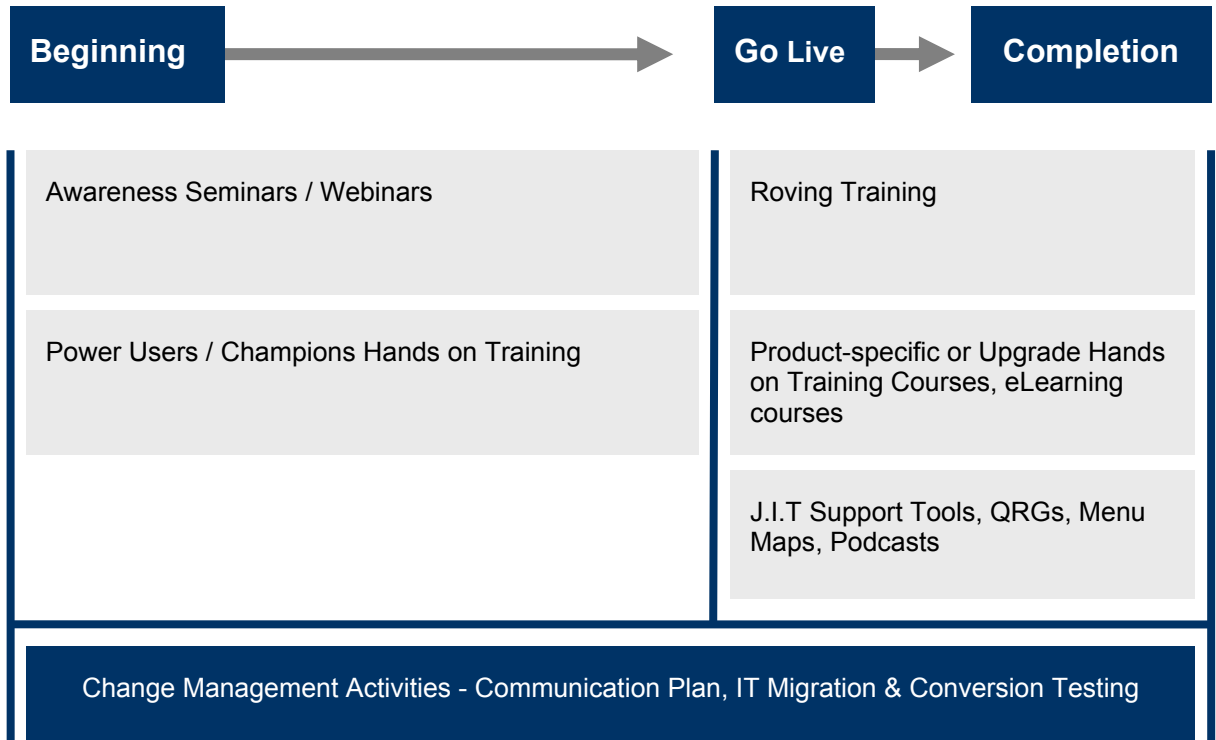







Office 07 toolkit

A typical timeline for Office 07 Upgrade training:







learning to make a difference


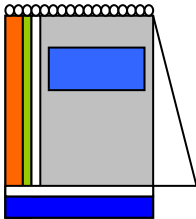
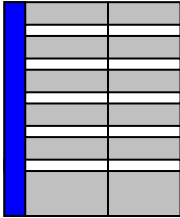
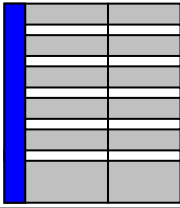
The table below outlines some of the Pollak Learning Alliance training and support options available for Office upgrades:

Training Options	Application	Benefits
<p>New Features Awareness Seminars</p> 	<p>Short seminar-style sessions for large groups. The seminars provide a demonstration of the key new features of the software. Seminars are generally 2 hrs long and can be delivered to groups of up to 25 or larger groups of up to 100.</p>	<ul style="list-style-type: none"> • Cost-effective solution for large groups. Ensures everyone gets the core information needed • Get a consistent message out • Preview demo of new features • Large groups catered to • Use the seminar to assess your individual training needs • Plenty of Q & A opportunity
<p>Power Users / Champions Training</p> 	<p>Seminar style or hands-on training for Power Users or product experts. Seminars can be designed for large groups while hands-on Training is delivered in small groups of up to 10. The key focus is on going beyond the basics and providing lots of opportunity for Q&A.</p>	<ul style="list-style-type: none"> • Targeted training • Allows experts to get deep into the individual programs • Rapid delivery • Build a pool of in-house experts to assist with the migration • Power Users/Champions are often great resources as 'floor-walkers' on the day of migration
<p>Office Upgrade Hands-on Training</p> 	<p>Half or full day of hands on training in the generic new interface and key new features of Excel, Word, PowerPoint and Outlook. Half day hands-on courses focus skills needed to navigate and use the Ribbon and new features of a specific application. Courses are limited to small groups of 10.</p>	<ul style="list-style-type: none"> • Hands-on opportunity to learn to use the new features of the software in small groups • Half-day sessions focus on applications used most • Full day sessions provide excellent preparation for returning to the workplace with the new software ready to go
<p>Product-specific Skills Courses</p> 	<p>One and two-day hands on courses designed to build skills in using the application at either an introductory, Intermediate or Advanced level. These courses are not necessarily focussed on new features but many of the new features are covered as a matter of course. Courses are limited to small groups of up to 10.</p>	<ul style="list-style-type: none"> • Great for those who need to learn a program at a level suited to their needs skill level • Most comprehensive learning experience • Enables participants to return to work with job-ready skills in the application
<p>Roving Trainer</p> 	<p>Short, targeted, one on one training at users' workstations covering content that is most needed on the job.</p>	<ul style="list-style-type: none"> • Flexible / suit office priorities • Students trained at their desks • No need for training room setup • Minimal workplace disruption • Training using real files makes it more relevant and immediate • Training is focussed to the specific needs of the individual



Training Options	Application	Benefits
<p>New Features Webinars</p>  	<p>Short seminar-style sessions for large groups using web-based delivery technology. The seminars provide a demonstration of the key new features of the software. Seminars are generally 2 hrs long and can be delivered simultaneously to groups of people in the same place or geographically dispersed around the country or the world. These sessions are great for delivering information.</p>	<ul style="list-style-type: none"> • Cost-effective solution for large groups. Ensures everyone gets the core information needed • Get a consistent message out • Preview demo of new features • Large groups catered to • Use the seminar to assess your individual training needs • Plenty of Q & A opportunity • No need to travel • Greatest possible simultaneous reach
<p>Web-based Training Sessions</p> 	<p>Short, interactive, hands-on training sessions using web-delivered virtual classroom technology. These sessions can be used to deliver not just new information but to also teach and build new software skills.</p>	<ul style="list-style-type: none"> • Cost-effective solution minimising the need for travel • Provides a preview demo of the new features and an opportunity to build skills through live interaction and hands on activities • Facilitated remotely • Can be tailored to large groups
<p>eLearning</p> 	<p>Short, off-the-shelf or customised, interactive on-line learning programs which can be used for self-paced learning of skills needed to use the new software. These programs are usually delivered as one or two hour courses.</p>	<ul style="list-style-type: none"> • Cost-effective solution • Minimises the need for travel • Provides a preview of new features and an opportunity to learn and build skills through simulated software interaction • Can be done when most convenient to the learner • Content reusable as needed • Can include company specific information and processes



Training Resource	Application	Benefits
<p>New Features Podcasts</p> 	<p>Short, one or two minute videos demonstrating the new features of the software. The podcasts can be viewed via web browser or can be downloaded to portable devices for viewing or listening to at a later time.</p>	<ul style="list-style-type: none"> • Cost-effective solution • Minimises the need for travel • Provides a preview demo of the new features in short videos that can be used to learn a skill when it is needed most • Can be used when most convenient to the learner • Content reusable as needed • Can include company specific information and processes • Great for mobile learners
<p>Quick Reference Booklets</p> 	<p>Small, A5 sized flip-over booklets highlighting the new features of the software with easy to follow, step-by-step instructions and associated colourful screenshots. The booklets are designed to stand upright near a computer and provide quick reference information on the job.</p>	<ul style="list-style-type: none"> • Great on the job resource • Teach yourself step-by-step • Accessible format • Find info quickly
<p>Quick Reference Guides</p> 	<p>Double-sided A4 sized cards containing a selection of the key new features of a specific program. Easy to follow, step-by-step instructions are supported by colour screenshots. QRG cards can be laminated and are designed to provide quick access near a users' computer.</p>	<ul style="list-style-type: none"> • Great on the job resource • Teach yourself step-by-step • Accessible format • Find info quickly • Inexpensive to develop and a disposable resource designed to be most effective during the transition period
<p>Menu Maps</p> 	<p>Tables containing information on where to find equivalent commands in each of the new programs.</p>	<ul style="list-style-type: none"> • Great on the job resource • Find commands quickly • Accessible format • Inexpensive to develop and a disposable resource designed to be most effective during the transition period

Your Pollak Learning Alliance client manager can provide more information on these training options and help you determine which combination might be the best solution for your needs. They can be contacted on 1300 658 388 or email info@pollak.com.au