Training Information

Feb 1st, 2012

This document provides information for the Booker (that's you) about the requirements for Software Training.

What is included?

A qualified Trainer will conduct the training, and each student will get a manual to keep for future reference.

We can also supply copies of the after-course Evaluation questionnaire if the Booker wishes to keep records. Please notify us if this is required.

We offer free after-course telephone support. There is no time limit, nor limit to the number of questions that can be asked. It is restricted, however, to the topics discussed in the course. We may recommend further training or consulting services if the telephone support questions indicate it is needed. We reserve the right to end telephone support.

How long is the day?

A normal training day is 9am-12 midday, then 1pm-4pm. This gives an hour in the middle of the day for students to have lunch and quickly check their email, chase up projects, etc. Please note that we do not provide lunch.

If this doesn't suit, and you wish to arrange earlier or later starts or finishes, or half-day sessions, please discuss these possibilities with us.

What do I need to do?

Once the details for the training are settled, the Booker will need to:

- **Reserve a Meeting or Board Room** at your premises
- Ensure that all prospective **students are available**
- Ensure that all **students have a laptop** with the correct software loaded
- Arrange **access to servers/internet** if required by the course
- Book a **data projector** or similar
- Give **details of the address** for the training to the Trainer and students
- Give **details of parking or Public Transport arrangements** to the Trainer and students

If the Booker is unable to arrange rooms, laptops, software or data projectors then please inform us. We may be able to arrange them at a further charge.

Further Questions

If you have any further questions, please email us.

Please understand that trainers are often uncontactable during the day as they may be in front of a class. We will get back to you as soon as we can.