

Computer Training Programs for Your Employees

Services



How Does it work?

We currently have three different training programs designed to cover all topics in 12 one hour sessions held once per month. Classes are taught at convenient locations for \$30 per person or can be arranged at your office for a flat \$300 per class. Discounts available for 6 month pre-payment.

First Track is a beginner/intermediate group. It can cover topics such as general Windows techniques, file manipulation, customization, Word Basics, Excel Basics, Access Basics, Outlook, Internet Explorer and your company's policies and procedures for use of computers and the Internet (when taught in-house).

Second Track is a step up from First Track. It makes use of the same programs but covers more advanced topics.

Special Track is designed to get more out of your computers. This track can benefit everybody by learning more about programs such as Publisher, PowerPoint, Project and FrontPage.

The Ashmar Advantages:

- We bring our training program to your office or near your office.
- We can work with you to make the lessons learned apply to the skills your employees most need.
- We keep lessons brief (one hour) so they can be assimilated and hopefully used. We come back every month so knowledge will accumulate.
- When your employees train together they are more accountable to use the information covered.
- Annual training can be planned for all employees for a reasonable budget.
- Options of Locations.
- During the year multiple subjects will be covered not just one topic.

Why do we train?

The pace of life is always increasing. This is because our technology is on the fast track and new innovations are always immersing. It is exciting to be part of this era in our history, however, there are some dangers. People can become obsolete and companies can become irrelevant. Millionaires and Billionaires are getting younger and younger. One hundred year old companies are no longer the strongest. Even a strong company can become irrelevant in 10 to 15 years. Older employees not yet ready to retire are being let go due to obsolescence and often can't find another place to do the work they feel skilled to do. The cycle in which all of this is happening is shortening. Soon there will be major shifts every 5 years.

Reading about some of these trends has caused us to re-focus a part of our time and our business on Education. We hate to think about our customers and friends being out of work not knowing what to do next. We spend a lot of time learning about new technology and decided we could put together some classes to pass on the knowledge.

The answer to: Why Train? It will make a difference in your future. It could be the difference between continuing in your chosen career path, or starting your career over every 5 years. Additionally, trained employees save their companies money in support.

Why don't companies train all their employees?

Cost: traditional training can be very expensive. Classes are usually organized around a single subject so you have to take a different class for each program you want to learn. This has to be done for each employee.

Inconvenience: traditional training is off-site and often takes away your employees for the entire day. Who wants to lose half or all of their staff for the day?

Effectiveness; there are some solutions to the two above problems on the internet or through CD based training. Those can be good solutions, however, most people don't learn well by those methods. Many people lose interest in the internet or CD training if forced to use them.

Follow-up: It is important that people who learn be accountable for the things they learn. This often does not happen with traditional training.

Let's get started:

Call now at 1(425)788-1181 leave a message with the automated attendant or
Email: advantage@ashmar.com

We will set up a free appointment to discuss the training options for your company or organization.

Check out our website for upcoming seminar dates and other training options:

<http://classes.ashmar.com>

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