

Computer Training for Business Users

- Are you a **small business** who would struggle to have someone out of the office all day?
- Are your training needs **different** from what's covered on standard courses?
- Are you a larger business looking for one or two users only to learn **specific features**?
- Would you like to **avoid** employee travel time and travel **costs**?
- Do you need **advice** on which features of a package will enable you to carry out a particular task?
- Are you looking for a **professional, quality training service** provided by a person rather than an electronic or printed facility?

If the answer is yes to any of these questions – then look no further. Specialised Training Solutions can come to your business premises and provide 1-to-1 training at your user's own computer in Microsoft Windows and Microsoft Office products.

We aim to help people use their PC as a tool to be more effective in their job function. We can identify which features of a package a user needs to know in order to do their job rather than just learning everything a package can do.

How the service runs:

- We start with a FREE consultation to discuss your needs
- A training plan is drawn up, costed and agreed in advance
- Each training session takes one hour
- Only one person per session
- All training is fully customised
- Personalised notes are written for each session
- We evaluate afterwards to ensure we achieved what was agreed



The benefits of this service are:

- It is cheaper than a day's training
- There are no associated travel costs, time or stresses
- Days and times can be chosen to suit the business
- Every feature taught is relevant to the business or user's needs
- Training can take place at a pace to suit the user
- Personalised notes allow users to practice afterwards and therefore reinforce their learning
- It can be part of a blend of training solutions
- Post-training evaluation enables organisations to assess the value of the training

Training is provided by experienced, qualified, insured trainers. Prices are very reasonable, and there is no minimum commitment necessary.

If you are interested in finding out more please contact us:

- By phone on 07982 246667
- By email at info@specialisedtraining.com

What have people said about our training?

"Pitched at just the right level"

"Training was extremely thorough, efficient and interesting"

"Very helpful and informative"

"Clear explanations and easy to understand"