



# Training

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## Sharing Skills & Knowledge

We understand that implementing your e-learning solution is more than installing software. There are new processes, features and tasks that need to be taken into account, learning to manage, users to support and reports to be run.

To help you to maximise your investment in your new solution we offer a range of training and knowledge transfer services using flexible delivery methods to ensure that you can receive the training when and where you need it. From introductory webinars to instructor-led classes, from detailed product training to collaborative workshops. You can chose to have these delivered as face to face classes, blended learning or all online.



Available delivery options are:

- **Virtual training** - Led by instructors experienced with delivering training in an online environment, virtual courses are presented over the Web using standard Web and phone conferencing tools. These courses combine instructor demonstrations with structured, hands-on student activities.
- **On-site training** – If you are looking for training dedicated to your needs or if you have a large number of students who require training, one of our trainers will come to you
- **Blended training** – Combining the best of synchronous virtual training, asynchronous collaboration and face to face classroom events. This options allow organisations to utilise technology where most appropriate but leverage classroom interactions as well.

We teach the Lotus IBM courses as well as some of our own and if you have a special requirement we can create a learning offering that suits your needs.





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*"It's what we think we know already that keeps us from learning" Claude Bernard*

### IBM Lotus Learning Management System

- Course Creation with the IBM Lotus Learning Management System Authoring Tool
- Course Creation with the IBM Lotus Learning Management System Authoring Tool (advanced)
- Course Creation with the IBM Lotus Learning Management System Authoring Tool (extended)
- Managing IBM Lotus Learning Management System
- IBM Lotus Learning Management System Overview for Managers
- IBM Lotus Learning Management System Overview for Learners
- IBM Lotus Learning Management System for Helpdesk

### Lotus Workplace Collaborative Learning

- Course Creation with Lotus Workplace Collaborative Learning Authoring Tool
- Course Creation with Lotus Workplace Collaborative Learning Authoring Tool (advanced)
- Course Creation with Lotus Workplace Collaborative Learning Authoring Tool (extended)
- Managing Lotus Workplace Collaborative Learning
- Lotus Workplace Collaborative Learning Overview for Managers
- Lotus Workplace Collaborative Learning Overview for Learners
- Lotus Workplace Collaborative Learning for Helpdesk



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### Workshops

- Content Evaluation Workshop – Defining processes for evaluation of 3<sup>rd</sup> Party Content
- Content Selection Workshop – Content and Media selection to achieve the required learning outcomes
- Content Organisation & Management – Defining processes for content organisation and management
- Configuration Workshop for IBM Lotus Learning Management System – Optimising your environment's configuration
- Configuration Workshop for Lotus Workplace Collaborative Learning - Optimising your environment's configuration



Contact us if you would like to discuss your requirements further or to arrange a meeting and demonstration.



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[ph] +61 3 9548 0704 [f] +61 3 9548 0714 [e] sales@corporatesystems.com.au

[w] <http://www.corporatesystems.com.au>