



## **Microsoft Office Training**

If your company is in need of training on the Microsoft Office Suite, have we got a solution for you! Our Office Manager Diane Simonis has been a Professional trainer of the Microsoft Office Products since 1999. She will work with you to determine the topics that your staff may need training on, whether it's a 90 minute Lunch and Learn session or a 3 hour session on Word, Excel, PowerPoint or Access. Our Training services are offered at a reasonable rate and can be held at your office or at Simple Network Consulting. We limit each session to 10 people so that the classes can be customized to your needs.

**Initial Needs Assessments** – Our Trainer will meet with the client to perform a needs assessment, to determine the Microsoft Office topics and materials needed for training.

**Instructional Design and Development** – Training Related Materials will be provided for each session. Along with this we will include a list of current Processes and Best Practices.

**Lunch and Learn Sessions** - 60 to 90 minutes lunch sessions featuring Microsoft Office topics can be scheduled with Diane. These short sessions can be customized to your training needs.

**Assessment** – A Trainer Skills assessment survey will be provided after each session. These skill assessment surveys will also be made available to Client Management after each session.