

Structured Group Computer Training

Once training needs have been identified, **Prime Solutions** offers a variety of hands-on computer training options at your premises and tailored to meet the needs of your organisation.

Options include:

- 1- to 2-day courses in applications such as MS Project™ with examples that are relevant to your business
- ½-day courses on applications such as Lotus Notes™ and MS Outlook™ to assist in maximising staff productivity
- 1½- to 2-hour sessions on specific topics such as macros, mail merge or graphs, or for version upgrades.

Resources such as training manuals or reference sheets can also be provided for quick reference during and after training.

BENEFITS

Prime Solutions' on-site training has many to your organisation including:

- Using your organisation's computer environment
- Maximising your training budget by concentrating on specific applications/topics rather than being generic
- Taking place at times to suit you.

For more information, please contact Donna Hanson at **Prime Solutions** Training & Consulting on 0412 073 316 or email enquiries@primesolutions.net.au for a quote.