

## Information Technology Seminars

**Prime Solutions** delivers a variety of computer software-related topics in seminar format. This offers organisations the ability to provide larger groups of staff with an overview of various topics or applications in an efficient and cost-effective manner.

**Prime Solutions'** customised seminars are geared to suit your organisation's specific requirements. These sessions are the ideal way to:

- Introduce new software or highlight changes when upgrading software
- Provide tips to increase staff efficiency – eg maximising email usage or showing shortcuts in Word™ or Excel™
- Demonstrate generic information such as using mail merge or graphs

### **BENEFITS**

There are many benefits associated with **Prime Solutions'** seminar-style training, including:

- Flexibility of session content – covering topics relevant to your organisation
- Cost effectiveness – Seminars are an excellent mechanism to impart information to larger groups without the time and \$ cost associated with hands-on training
- Timing – Sessions can be held at times to suit your organisation (lunch time, before/after working hours).

For further information, please contact Donna Hanson at **Prime Solutions** Training & Consulting on 0412 073 316 or email [enquiries@primesolutions.net.au](mailto:enquiries@primesolutions.net.au) for a quote.