



CORPORATE TRAINING

Corporate Computer Training For The Busy Professional

**Empower your team to get
more work done in less time**

Informational Brochure
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About Us

Staci Warne is a highly skilled Microsoft Certified Trainer (MCT) with over 20 years' experience in training individuals at all skill levels. She obtained her MCT certification in 2008 and holds an array of other certifications such as Microsoft Certified Professional (MCP) and Microsoft Office master Instructor, and Ic3 Internet and Core computer instructor. In 2015 she partnered with Google and received and maintains her Google Analytics/GAIC and Google Ads Certifications and in 2017 she obtained "Secret Clearance" with the Military which she currently holds. She has been a Financial Analyst and a lead technology trainer for the Federal Reserve Bank of San Francisco as well as a lead technology trainer at CompUSA. Staci travels around the country providing quality training to thousands of business, military and corporate professionals in all industries. Her biggest joy, in the classroom comes from seeing the students have those "Aha" moments when learning a new tool that they never knew was available.



PROGRAMS WE OFFER TRAINING FOR



WORD



POWERPOINT



EXCEL



OUTLOOK



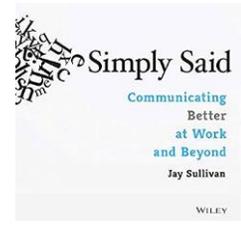
PROJECT



Google Ads



Google Analytics



COMMUNICATION



Why Choose Staci Warne

1 Avoid Travel – We Come to YOU!

When you choose our Training, you and your staff don't have to leave your office! Forget all the stress and expenses of commuting. We make it EASY for you to get the training you need! And for even more convenience, we offer live online training delivered through screenshare software.

2 Get Customized Training Focused Only On What YOU Need!

Learn the skills that matter most to you and your staff! We give you a pre-training assessment to identify the specific skill gaps your staff needs to focus on. We can train them quickly and efficiently with our 2-hour or 3.50-hour courses.

3 “You” Choose The Class Size for Proper Training!

Class will be your students which will ensure maximum learning – guaranteeing enough time to answer individual questions and needs. If you have a student with special needs talk to us and we will ensure the entire classes satisfaction even if this means we need an additional instructor to assist in the room.

4 Hands-On Exercises “Embed” New Skills Forever!

Our engaging in-class exercises are easy to follow and based on real-world situations. We also encourage students to bring their actual work files so we can help them solve current challenges and learn how to handle things on their own, in real time, from now on.

5 Return On Investment!

We only work with students who we feel are qualified to benefit from our courses. We determine this in our pre-training assessment. We make sure your staff is so well-trained. Your ROI could be as high as **10X** in a single year. If you are not happy with our training we will take appropriate steps to make that right!



How Training Works

1

We discuss your team's educational needs and if needed have them take a pre-training assessment.

2

You have your team schedule class date(s) that fit their availability.

3

The instructor conducts the class at your facility or online

4

We provide you with a custom ROI report that outlines the productivity improvement of each student

5

We provide your students free email support after the training to answer any follow-up questions they have

For on-site training, clients typically provide the meeting room, student computers, and a projector for the instructor to use. If you don't have access to a projector or computers, accommodations can be made.



Training Summary (Sample)

RETURN ON INVESTMENT REPORT

Below is a screenshot of the ROI report we provide every client within 48 hours after the training. Students often see the most dramatic increase in productivity in their use of Excel, as compared to the other Office Programs (due to the fact that Microsoft Excel runs on formulas). However, a significant increase in productivity is readily achievable with the other Office programs as well.

Training Date: 5/14/19

of Participants: 3

Course Name: Excel Shortcuts Crash Course

Instructor Name: Staci Warne

Instructor Evaluation

Questions	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I learned skills that will increase my productivity at Excel tasks.	3				
I was encouraged to take part in class discussions.	1	1	1		
The instructor provided real-world experiences and examples.	1	2			
The instructor's presentation skills were adequate.	3				
The material was organized logically.	2	1			

Time Savings Analysis

Student Name	How many hours/week of work do you think you will save after the training?	Estimated time saved/month	Estimated time saved/year	Total estimated hours saved/year
	1 hour	4 hours	48 hours	288 hours
	3 hours	12 hours	144 hours	
	2 hours	8 hours	96 hours	

Financial Benefit Calculation

Financial Benefit = Average Employee Rate X
Total Annual Hours Saved

Financial Benefit =
\$20/hr X 288 Hours = \$5,760

ROI Calculation

ROI (\$) = Financial Benefit – Training Cost

ROI (\$) =
\$5,760 – \$180 = \$5,580



On-Site Training Courses

Instructor-led on-site training courses are a perfect solution for students who need intensive training in the most important Office programs. On-Site courses are 3.5 hours in length, so your staff can complete the entire training module before (or after) lunch time. The list below is a sample list of the classes we offer. Classes can be customized for your needs.

Course	Learning Objective
Excel – Beyond the Basics	Covers how to Create Templates, Use Named Ranges, Basic Formulas and Functions, Absolute vs. Relative Referencing, If Functions, VLOOKUP Functions (Basic Intro), Conditional Formatting, Charts and Pivot Tables.
Excel – Mastering Functions & Formulas	Covers a variety of different Functions to enhance your spreadsheets, such as Sum, Min, Max, Average, Count, Lookup functions, V-Lookup and H-Lookups and X-Lookups, Index, Match, and If Functions. Also use text functions such as Left/Right/Mid and concatenate. Date Functions will be covered and you will learn easy ways to use them in your calculations. Bonus: Named Ranges, Auditing Errors and the Watch Window.
Outlook for Productivity	Learn how to use Outlook beyond creating emails. Get me organized by creating Folders, sorting and filtering, use flags and Categories, Create Quick Steps, and Rules, Use colors with conditional formatting, Learn how to create templates and send mass emails with Mail Merge.
PowerPoint Beyond Bullets	Covers how to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations. Learn how to use the Slide Master, Insert Media, Use Animation, Hyperlinks, and easily set up multiple slide shows.
Communication Skills – Simply Said	In the business world today, being an effective communicator is no longer a “nice” quality to have, but, it’s a necessity. This course is a must have for all employees. Designed by the concepts written in the book Simply Said and is delivered by a “Live Instructor” and so very relevant for any age!



Our Simple Pricing

Training materials and travel costs are included in our pricing other than Airfare which will need to be paid by client before travel. No additional fees for other fees. Discounts are available for clients who purchase 5+ training sessions.

On-Site Courses	On-Site CRASH Courses	Lunch & Learn
Unlimited Students	4-12 Students	2 Hours
\$950.00* Half Day	\$750.00* Half Day	On-site –OR On-line-
\$1800.00* Full Day + Material Fee	\$1400.00* Full Day +Material Fee	\$450.00* +Material Fee

TRAINING SCHEDULE

- Two-week advanced notice normally required to schedule a class.
- On-site classes normally run from 8:30 a.m. - noon or 1:00 - 4:30 p.m.
- Crash courses normally run any time between 8:30 a.m. - noon or 1:00 - 4:30 p.m. with a 15 minute break half way through each session (can be adjusted to fit your schedule)

*Prices Approximate – Call for exact pricing.





CORPORATE TRAINING

INVEST IN YOUR TEAM'S SUCCESS!

Investing in Office training for your staff is one of the smartest and most affordable ways to reduce stress in the workplace. Moreover, students often have a hard time staying motivated and absorbing learning material when relying on self-paced learning or free resources found online. This is why instructor-led training is among the most effective training methods on the market. Your employees will be more productive, ultimately improving your company's bottom line.

Contact us TODAY to discuss the training options best suited for your business.



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