



Software Training

Today's software can do phenomenal things; things we could only dream about a decade ago. But even if your company has the latest, greatest, state-of-the-art business software in place, the bottom line is... software is only a tool; and tools are only as good as the people using them. All that impressive functionality and those time-saving features may be going to waste if your employees don't know how to use them or haven't been properly trained to use them to their full potential.

Maximize your considerable investment in software by making sure your employees are properly trained to get the most out of it. An investment in training today is generally recouped very quickly in the form of increased productivity.

So what's the right training method for your company: Instructor-lead training, an e-Learning (computer-based) program, or perhaps a Blended Learning program that combines the best of both worlds? It all depends on the specific needs of your business, but the most successful training programs effectively balance cost considerations with the abilities and learning needs of the participants.

Instructor-led training in a classroom continues to be the ideal solution when the following are important factors:

- Hands-on participation
- In-person interaction

On the other hand, the best e-Learning programs:

- Achieve cost savings
- Allow trainees to learn at their own pace
- Provide individualized content
- Can be scheduled and utilized as needed

Blended Learning is the combination of instructor-led and e-Learning solutions. Blended Learning has proven to produce the most effective performance gains in the most efficient manner.

A Blended Learning solution typically includes a combination of the following:

- Collaboration
- Distance-learning
- Instructor-led classroom-based training
- Multimedia-based training (MBT)
- Online help
- Online meetings
- Other self-paced instruction
- Reference documentation
- Web-based training (WBT)
- Web conferencing

Let the training specialists at **Cynthia Farren Consulting** design a training curriculum for you that specifically focuses on your business and how your software can maximize your employees' efficiency and productivity.