

## Get the training you need for your most critical areas

So you've made the investment in technology and applications that should empower your LTPAC employees to be more productive and efficient. There's only one thing wrong...they're not using it as they should be and it's affecting your bottom line and quality of care.



We can identify areas where training is most needed and create an efficient and cost-effective Training Program. Whether your employees require general training on newly implemented technology or support with applications such as the Microsoft® Office suite, vcpi can deliver.

We're experienced in training employees on software programs and disciplines across a broad spectrum of departments and job functions, including **clinical, scheduling, financial, payroll, HR, training management, and office communications, and productivity.**

Some of the information and materials included are course outline and training plan, training and implementation communications such as announcements, webinar training communications and reminders, training guide, quick reference guide, training video, survey results, instructor outline, PowerPoint, webinar / training scripts and demo outlines (for the Train-the-Trainer approach).

And because each organization is unique, the breadth and depth of training is completely customizable to fit your desired outcome. For example, The Microsoft Office 2007 and 2010 training courses are designed to teach employees how to use and/or build upon current skill sets within the Outlook, Word, Excel, and PowerPoint environments.

## Training process

- **Assessment;** identifying the training scope and available resources based on your employees' needs
- **Planning;** creating a workable schedule and training approach that maximizes resource utilization
- **Design and Development;** creating the training plan and providing support materials
- **Execution;** delivering the appropriate Program, whether it's "Train the Trainer," e-learning, classroom style or self-paced
- **Evaluation;** measuring the Program's success based on pre-established goals and objectives, trainee feedback and testing to organizational standards