



Maximize performance. Optimize results.

Staff Training and (re)Tooling **Improve the skills and performance of your people**

What it is

Customized training programs to help your staff perform at their optimal level... from mastering software tools to improving operational techniques and skills, to implementing process changes

What we will do

- Skills inventory & skills assessment... Evaluate staff skill levels and recommend appropriate training
- Tailored training... Develop and deliver instruction specific to your organization's environment, staff skill levels, and objectives in a variety of disciplines:
 - Strategic planning
 - Financial planning
 - Financial and accounting procedures and controls
 - Budgeting and operations planning
 - Vendor relations
 - Operating procedures
 - Specific industry or occupational tools, techniques, and skills
 - Software
- In-house training... Develop or revise your internal courses, including materials and reference materials
- Train-the-trainer... Prepare your staff to conduct your training programs

How you will benefit

- Improved staff performance, effectiveness and efficiency
- Complete and efficient implementation of new procedures, software, tools and techniques
- Fast integration of new hires into the your organization
- Consistent process performance