

Progent™

Virtual Training Webinars for Desktop Applications

Interactive Online Learning Gets Your Employees Up to Speed Fast While Saving Your Business Time and Money

Progent's virtual training classes for desktop applications and operating systems include Microsoft Office Excel, Word, Access, Outlook, PowerPoint, Project, Publisher, plus Visio, plus Microsoft Dynamics GP (Great Plains), Photoshop, and Crystal Reports. Virtual learning offers the advantages of traditional classroom seminars, including interaction between students and teachers, but eliminates the cost of travel and the logistical hassle of attempting to accommodate the schedules of multiple workers.

Available to individuals or groups of any size, Progent's virtual training allows the teacher to manage the seminar remotely while the students can be dispersed across a campus or throughout the country. All that is required for each student is a high-speed Internet connection, a telephone, and a computer with a web browser. Progent's webinar technology requires minimal setup and supports powerful teaching tools such as broadcast white boards, virtual hand raising, and shared application control. Teachers and students can work through problems one-on-one or as a class, and the trainer can answer questions via email.

Virtual training brings your employees up to speed on critical business applications quickly, conveniently, and affordably. Major advantages of virtual training include:

- **Nationwide Access:** Virtual training makes it fast and easy to pool your personnel from many locations and to include mobile workers and telecommuters. Webinars let you leverage a single training session to benefit many employees while introducing less disruption to your company's ordinary workflow.
- **Cost Effectiveness:** Virtual training avoids the substantial direct costs of travel for students and instructors. In addition, the lost productivity of student/workers is radically reduced by being limited to the length of the class itself. The elimination of travel time also makes it easier to accommodate more schedules, so you can save money by training a larger number of people with fewer classes.
- **Flexibility:** Progent can tailor virtual classes to meet your specific needs. For example, you may want a large group to attend a generic class such as Excel 2007 for Beginners, whereas you may also want a smaller group to attend a customized interactive seminar on how Excel Pivot Tables can be used to give management a better understanding of your business.
- **Convenience:** By removing the need to struggle with travel logistics, virtual training supports a strategy of selecting short, frequent, task-specific trainings sessions rather than mandating a one-size-fits all marathon class that offers a little information for everyone but not enough for anyone.

Progent's virtual training classes have been refined to deal efficiently with a broad range of popular topics at the beginner, intermediate, and advanced level. If you need a virtual training curriculum for a topic not traditionally presented or if you have developed custom software for which you need a training solution, Progent can create virtual training packages to meet your requirements.

For more information, visit www.progent.com or call 1-800-993-9400.



C L A S S E S

- Beginner, intermediate, and advanced classes for all Microsoft Office applications including Excel, Word, Access, Outlook, PowerPoint, Project, Publisher, and Visio.
- Other popular classes include Great Plains, Photoshop, Crystal Reports, Windows XP, Windows Vista, and Windows 7
- Progent can create custom classes for special topics or for applications you developed

F E A T U R E S

- Virtual format is location independent to cut costs and simplify scheduling logistics
- Virtual hand raising allows students to ask for clarification or more details in mid-session
- Broadcast whiteboards allow students to annotate comments
- Desktop sharing lets instructors give in-depth demonstrations

B E N E F I T S

- **Nationwide:** Local employees, telecommuters, and mobile workers can easily join in on the same virtual training session
- **Affordable:** You save direct travel expenses plus the indirect costs of productivity lost scheduling and traveling
- **Versatile:** Progent can tailor the length and content of classes as needed or create customized classes for unique line-of-business applications
- **Easy:** Scheduling virtual classes is easy because travel logistics are eliminated and class duration can be adjusted to fit student availability