

Helping Create Performance Excellence

Computer Skills for Engineers Managers for Productivity Multiplication

2 Week Training Program

A 2 Week Training Program

Held throughout year.

Please inquire about dates in your area.

This program will provide the participant exposure and understanding of relevant Computer technologies, applications and methodologies that will help them improve their productivity, the productivity of their sections or departments.

They will also be able to effectively manage their employees – where their subordinates substantially depend on computers to their job.

Program Content

How to productively use Computer Tools and Methodologies.

1. Operating Systems
2. Computer Networks
3. Windows
4. Word Processing: Preparing Documents, Letters, Manuals, Books, Reports, Brochures, Invoices, Legal Pleadings, Mass-Mailing Letters and Internet/Web Pages using MS Word
 1. Formulating and Implementing Quality Assurance Procedures when using Word
 2. Project work - making and using a Word Productivity Tool.
5. Database: Preparing Database Applications for - Mailing Lists, Asset Tracking, Contact Management, Event

Management, Expenses, Inventory Control, Ledger, Membership Management, Order Entry, Picture Library, Student Class Management, Service Call Management, Web Page Management and Dynamic Web Pages using MS Access

1. Formulating and Implementing Quality Assurance Procedures when Designing Database Applications
 2. Project work - making and using a Access Application.
6. Spreadsheet: Preparing Spread Sheet Applications for Accounting, Calculations, Estimating, Analyzing - Excel
 1. Formulating and Implementing Quality Assurance Procedures when Designing Spreadsheet Applications
 2. Project work - making and using an Excel Application.
 7. Presentation: Preparing Professional Presentation for Strategy Recommendation, Reporting Progress, Meetings, Overview of Situation, Technical Report Selling Ideas and including Web Presentations using Power Point
 1. Formulating and Implementing Quality Assurance Procedures when Designing using Power Point

Computer Skills For Engineers Managers For Productivity Multiplication Training (COM877)

2. Project work - making and using a Powerpoint. Presentation.
8. Internet Browsing Skills
 1. Browsing (roaming) the Internet using Microsoft Internet Explorer
 2. Searching the Internet.
9. Web Page Creation
 1. HTML, Java Introduction
 2. Creating Web Pages
 3. Setting-up a Basic Web Server using Microsoft's Internet Information Server.
 4. Web Publishing using Microsoft Front Page
 5. Formulating and Implementing Quality Assurance Procedures.
10. Using Email - Microsoft Outlook, Outlook Express and Eudora Pro.
 1. Formulating and Implementing Management Procedures for Productive Email Utilization
11. FAX: Professional Computer FAX Management using Office and Delrina WinFax Pro.
12. Total Quality Management as Applied to Computer Application Administration
13. The Future
 1. Where is this Technology Going?
 2. Keeping updated on Relevant Technology and Productivity Tools.
 3. Career Development Opportunities.
14. Setting up Early warning system to Provide Decision Support Data
15. Workshop Case Studies 1
16. Workshop Case Studies 2
17. Program Recommendations
18. An Individualized Action Plan for each Participant.

1. Help the participant implement systems in his organization
2. Help the participant gain *multi-discipline* understanding of the issues related to Computer Skills for Engineers Managers for Productivity Multiplication so that he can incorporate the needs and expectations of all stakeholders and all his customers, in his improvement proposals and actions
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience

A typical participant will take away a personalized action plan for himself, his business unit or his organization on how to apply the program contents to improve performance. The action plan may have two components:

1. A personal action plan
2. A business unit/organizational action plan

Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways-

1. Quickly make the participants competent, effective and productive on their job. Useful especially for
 1. Training new employees
 2. Competency building in existing employees transferred to a new assignment
 3. Training prior to a new project or initiative planned in the organization
2. Help the employee do his job well by developing competencies related to-
 1. Relevant technical knowledge and skills
 2. Organizations' strategic objectives

Program Outcomes and Takeaways

Euro Training is in the business of providing practically useful training programs. Programs that -

3. Needs and expectations of the stakeholders/customers (internal and external)
 4. Good management practices
 5. Identifying opportunities to exceed stakeholder/customer expectations
3. Create a pool of trained manpower that can cost-effectively disseminate the knowledge to a large number of employees inside the organization. This is made possible by Euro Training's unique, easy to understand and easy to use methodology, based on *checklist and quality assurance* approaches.

Individual Career Benefits for Participants

1. You gain a multi-discipline understanding of the issues. That means, when you make proposals or decisions on your job, you will keep in mind the needs and expectations of ALL the stakeholders/customers (internal and external).
2. The action plan you take away will help you make a difference in your business unit or organization! When you talk about this difference you have made to your organization in your resume, you will be a prime candidate for career advancement in your own organization or in your next job(s).
3. Understanding and acting with understanding of the needs and expectations of your stakeholders/customers is known to enhance *job satisfaction* and reduce Monday morning blues.
4. As one of your stakeholders/customers is Executive Management, the program ensures that you know the strategic imperatives that drive the organization's efforts in your relevant job area.

This Program is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in their work. It helps them in becoming productive quickly and in building a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences.

More experienced participants take away an individualized action plan as mentioned in the previous sections.

Implementation Teams: This program can be used to train implementation teams...

1. when a new project or initiative is being started in your organization
2. when a new strategic focus is being initiated
3. just prior to a consultant being hired to advise the organization

Each participant will take away a memorable and potentially life changing experience from the program.

Registration Recommendations

Team Nominations: This program aims to ensure the participants have their individualized improvement plan at the end of the program. So, foreseeing the effort involved, anticipating resistance and implementation requirements, it is recommended that the organization nominate **at least two participants together** (three will be more desirable) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

Single nominations will also be accepted for the program

For Latest Program Schedule Email

com877@EuroTraining.com

www.eurotraining.com/bro/com877.php

REGISTRATION FORM	
Program:	Computer Skills For Engineers Managers For Productivity Multiplication Training (COM877)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
Sponsored by:	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

REGISTRATION INFORMATION

- To register:** Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
- Program Fee is
 - USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kuala Lumpur is \$9,790 per participant)
- Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
- Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
- Refund will not be considered where the participant cancels his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
- All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
- It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
- Provisional Registration:** You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.
- Please note: No Live Voice Requests for Registration or Provisional Registrations.