



**Do You Have An Online Trainer?**

LBB Training

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### **Do You Know a Trainer?**

It doesn't matter if you work in Human Resources or not, you are responsible for the welfare of several employees. Are you responsible for several employees, but you don't have a trainer you can turn to?

Do your other HR friends, other office associates, or your enemies have a trainer or two in their rolodex and back pocket? What do you have? Don't want to ask your friends or associates? Do you know even where to look to find one? In the end, do you have *your own* trainer you can trust?

What do you expect from your trainer? What type of software do you need to have your employees trained? Microsoft? Oracle? PeopleSoft? WordPerfect? Sarbanes Oxley? Open Office? What do you need from your trainer?



LBB Training  
<http://lbbtraining.com>  
312.607.4692  
Chicago, IL 60660

## What I Can Do For You

- Train your employees over the internet
- Train in different time zones (*depending*)
- Train your employees in person (*if your company is in Chicago, Illinois*)
- Can train on the weekends to meet deadlines over the internet
- Get you out of hot legal water if an employee threatens to sue because you've failed to deliver training that was promised
- Evaluate and assess trainee performance and provide feedback
- If your company has tuition reimbursement, tell your employees there is someone who can help them off the clock and over the internet.
- Teach the employees how to use Microsoft Office (*Windows, Word, Excel, PowerPoint, some Access & some Outlook*) so they can work independently or be part of a team.

## What I Need from Your Company

- *Full payment before training begins*
- *Terms, details & arrangements have been agreed to in writing and verbally before training*
- What forms do I need in case of reimbursement for myself?  
*Specific items*
- 24-hour notice for either cancellation or new training advance for training. If no notification, *full payment regardless*
- Full payment for last minute cancellations
- Not responsible if given wrong dates, times, places, employee names or what software they're supposed to learn, *full payment regardless*
- How many employees are going to be in training? Males? Females? Staff? Executives? CEOs?
- Company/State ID/Driver's license scanned in & e-mailed so I'll know who the employees are. Any of those IDs mentioned are fine, but one *must* be scanned in & e-mailed *before* the class.
- If training is, *à la carte*, (*if I'm not on staff*) weekends will cost more
- Explain what "*tuition reimbursement*" is. How much per year your company will pay out and how they go about filling out the forms to get reimbursed.
- Appointments made and not kept are charged to the company/person.
- Each employee *must* take the Windows class! It is the foundation of the software



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## What I Can't Do

- Do the homework each employee *must* do at the end of each class for the next class
- I can't make them learn faster or type faster
- I can't make them slow down or go slower
- I can't wave a magic wand & have it absorb into their brains
- I have no tests for dyslexia, ADHD or ADD
- I can't put the books under their pillows to speed things up
- If they don't feel like learning over the internet or in person
- Teach PeopleSoft, Salesforce, Sarbanes-Oxley or Best Practices

## Training Applications

Microsoft Office 2003 & Windows XP operating system  
(Microsoft Office 2007 & Vista will cost extra)

## Software Used

Word, Excel, PowerPoint, some Access, Outlook 2003 & Windows XP  
WordPerfect is available



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## Benefits of Online Training

- ◆ Instructor will answer any and all questions
- ◆ Students may call or e-mail with questions
- ◆ Classes are 7 weeks, *NOT* 5 or 7 days like other companies
- ◆ Classes are 1 hour using DSL/cable modem/T1 or T3
- ◆ Students are given flexibility and time to learn and retain information
- ◆ Classes are taught in the central time zone; however, adjustments can be made for those who are in different zones.
- ◆ Active discussions/hot topics about software, work, hardware and everything computer.
- ◆ Employees can afford to pay for these classes if the company does not have tuition reimbursement.
- ◆ Much cheaper than other companies and there's more time for studying and doing homework.



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**Pricing Open to Negotiation**

<i><b>Best</b></i>	Full-time	On staff with benefits
<i><b>Okay</b></i>	Part time	Prefer full time
<i><b>Expensive</b></i>	Independent contractor	Where everything is expen\$\$\$\$ive!

Please call 312.607.4692 to discuss details or e-mail me, D. Rahim, [drahim@lbbtraining.com](mailto:drahim@lbbtraining.com) for your training needs.



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