SPINITAR
SUCCESS SERVICES

Enterprise Adoption Training
Catalog

ACCELERATED ADOPTION & TECHNOLOGY CONSUMPTION

SPINITAR
A Global Services Organization
1-800-722-6444

Specialized in Training and Professional Services

Spinitar has provided training solutions since 1986 and offers the highest quality training in software, technical, and soft skills for end users.

With over 31 years experience in unified communications we offer a broad catalogue of training services for end users, technical personnel and administrators. Our training methodology is unique and creates a more dynamic participant experience. Offering flexible training options for onsite and online training solutions, Spinitar offers a comprehensive program of services, including post-training support and staff augmentation.

Promoting Employee and Customer Excellence Through Training

Business transformation and workforce development strategies are changing as rapidly as technology. Knowledge transfer is essential to providing your employees and customers with the best possible solution to a problem and customer service. How do you keep your employees updated on the technology you use, much less the new products and services you expect them to work with? Your competitors are wasting no time outsourcing the best training possible, so why should you? Allocate internal training today.

Qualified Professionals

At Spinitar we specialize in on-site and virtual instructor-led training in unified communication systems, software and devices for end users and technical professionals. Providing the most engaging participant experience, prepare to be impressed with our distinctive procedures, dynamic instructors and effective collateral.

Spinitar Training Services

- Comprehensive on-site training designed for end users

- Customized lessons to accommodate all levels of training

- Well researched techniques designed to enhance adult learning

- Leave behinds and quick reference guides so users aren't left with a 60-page manual

- Hypercare – short and long-term, on-site, roaming support from an experienced trainer

Spinitar Layer Training
Built for Design-Build Systems

ILT (Instructor-Led Training) & vILT (virtual Instructor-Led Training)

Access – Data Entry & Retrieval	Microsoft Office 2003 Overview
Access – Create & normalize a database from Excel data using Access	Microsoft Office Integration – Using tools to improve personal productivity
Access – Queries & Reports	Microsoft Project for IT Projects
Access – Tablets	Outlook – Calendar & Contacts
Create presentations in the office environment	Outlook – Tasks & Notes
Database Modeling	Outlook – Calendar Management
Displaying Data Visually in Excel	Outlook – Special Features
Excel – Building & Managing a Database	Outlook – Email Management
Excel – Data Analysis & Macros	PowerPoint – Charts & Templates
Excel – Formulas & Pivot Tables	PowerPoint – Developing quality presentations
Excel for the Legal Environment	PowerPoint – Special Features
Excel – Using your data for presentations	Windows and File Management
Excel – Using spreadsheets efficiently	WordPerfect to Word Conversion
Microsoft Office – Maximizing for direct sales	Visio – Drawing Skills

Software Layer Training

ILT (Instructor-Led Training) & vILT (virtual Instructor-Led Training)

Access Introduction	Outlook Advanced
Access Intermediate	PowerPoint Introduction
Access Advanced	PowerPoint Intermediate
Excel Introduction	PowerPoint Advanced
Excel Intermediate	MS Project Introduction
Excel Advanced	MS Project Intermediate
FrontPage Introduction	MS Project Advanced
FrontPage Advanced	MS Project Professional - Server
Internet Explorer	MS Project Web Access – Server
Keyboarding A-Z	Publisher Introduction
Lotus Notes Introduction	Publisher Advanced
Lotus Notes Advanced	SharePoint Designer
Lync	SharePoint for End Users
Skype for Business	SharePoint Server Introduction
Office365	SharePoint Server – Site & Power Users
OneNote Essentials	Visio Introduction
Outlook Introduction	Visio Advanced
Outlook Intermediate	Windows Introduction and Internet Basics

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Device Layer Training

ILT (Instructor-Led Training) & vILT (virtual Instructor-Led Training)

To allow for unlimited individual assistance, we maintain a maximum student-to-instructor ratio of 12:1 for software training and 5:1 for hardware training.

- Barco ClickShare

- Best Practices for Spark Collaboration with Spark Boards, etc.,

- Connect your Existing Video Solutions with Skype for Business

- Increase the use of Cisco Spark Board Across your Organization

- Leveraging your Vidyo System

- Maximize your Polycom Room System

- Meetings using the Pexip Infinity Platform

- Mobility Challenges within the Conference Environment

- SMART Interactive Whiteboards

- Using a Cisco Spark All-in-One Device for Team Collaboration

- Using the Videxio Cloud

- WePresent Wireless Presentation Device Operation

- Working with a Microsoft Surface Hub

Soft Skills Training

ILT (Instructor-Led Training) & vILT (virtual Instructor-Led Training)

Management Training

Advanced Leadership Skills
Giving Feedback
Advanced Team Building
Leadership Skills
Change Management
Motivating People
Coaching Skills
Negotiation Skills
Communication Skills
Problem Solving
Creativity and Innovation
Project Management
Delegation Skills
Supervisory Skills
Event Management
Team Building

Personal Development

Goal Setting
Assertiveness Skills
Learning to Learn
Body Language
Memory Skills
Decision Making
Time Management
Emotional Intelligence

Human Resources

Conducting Interviews
Handling Difficult People
Conflict Management
Interview Skills
Difficult Conversations
Meeting Skills
Diversity Management
Performance Management

Sales Training

Advanced Customer Care
Handling Complaints
Business Networking
Sales Skills
Customer Service Skills
Telephone Skills

7

Specialty, Custom, Tips and Tricks

SPECIALTY CLASSES
- Acrobat
- CSS 2nd Edition
- Dreamweaver: Basic & Advanced
- FileMaker
- Flash: Basic & Advanced
- HTML 4.01 (Levels 1 & 2)
- HTML with XHTML (5th Edition)
- Illustrator: Basic & Advanced
- InDesign: Basic & Advanced
- PageMaker: Basic & Advanced
- Photoshop: Basic & Advanced
- QuickBooks
- SQL: Advanced Queries
- SQL: Fundamentals of Querying
- VBA Programming: Access, Excel, Word, XML

CUSTOM CLASSES
- Acrobat Adobe Acrobat: Getting Started
- Blackberry Essentials
- Googling: Advanced
- iPad: Introduction
- LinkedIn: Advanced
- LinkedIn: Beyond Basics
- LinkedIn: Fundamentals
- Microsoft Surface Pro: Introduction

TIPS AND TRICKS CLASSES
- Excel Tips & Tricks with Formatting
- Excel Tips & Tricks with Functions
- MS Office Tips and Tricks with Word, Excel & PowerPoint
- MS Project Tips & Tricks
- Outlook Super Tips
- PowerPoint Tips & Tricks – Creative Tools
- Word Tips & Tricks with Formatting

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Maximize Your Team's Potential

Speak to a Customer Success Manager Today!

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