



maurice crookard Associates



MCA Factsheet No. 1 : Training

Why train?

Good training improves staff performance, which in turn makes your business more productive - and more competitive. Staff feel valued and staff turnover decreases, helping you retain knowledge, expertise and experience. Trained staff experience less stress.

What training?

Courses are tailored to meet your requirements and level of expertise. Previous courses have included *Computing Using Windows (including Health & Safety)*, *Internet and Email*, *European Computer Driving Licence*, *Microsoft Word, Excel and Access*, *Basic Systems Analysis*, *E-Commerce and Strategic Information Systems*

How long?

We find that sessions of up to 3 hours duration work best. After that, trainees generally tend to become less alert and receptive. It's also less disruptive to your normal working routines

Where?

In your offices, helping to ensure that your staff feel relaxed and don't have the time, worry and expense of travelling and parking.

How much?

Typically courses cost £200 per half-day for up to 4 staff; telephone/email support is optionally available on an on-going basis at negotiable rates.

Any other questions?

If so, please ring us on 01245 472050