

EDUCATIONAL SERVICES



HumanConcepts Educational Services provide comprehensive, yet flexible, range of courses with a secure, scalable infrastructure for implementation ease, lower total cost of ownership, and peace of mind.

HumanConcepts offers a full suite of training courses. With our courses you can learn the skills you need to make the most of your investment, and give you the knowledge and tools you need to meet your organisational objectives. The services we offer cover everyone from administrators to end users, as well as being fully customisable to company's specific needs.

The courses cover a wide variety of topics and use cases, including both basic and advanced material and are scheduled in a manner that maximises the learning process and saves time for the customer.

Training Courses

Current Version: *HumanConcepts Organizational Planning Suite*

1. End-User: Fundamentals

Course Description: End-User training gives a brief introduction to our next generation platform. It is specifically meant for end users that need to view, search, navigate, print and publish org charts. Those that would like to model or plan should think about advanced user training.

Length: 1 hour

Delivery Format: Web-based, Instructor-led, Train-the-Trainer

Prerequisite: None

Audience: Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

2. End-User: Beyond the Basics

Course Description: Course Description: Users who need to modify org charts before sharing, printing or publishing and users who are interested in planning using org charts will find this Advanced User Training best meets their needs.

Length: 2 hours

Delivery Format: Web-based, Instructor-led, Train-the-Trainer

Prerequisite: HumanConcepts Visualize

Audience: HR staff, Executive Admins, Line Managers, Line Directors

3. End-User: Comprehensive

Course Description: Brings the End-User Fundamentals and Beyond the Basics training together into one complete course.

Length: 3 hours

Delivery Format: Web-based, Instructor-led, Train-the-Trainer

Prerequisite: None

Audience: Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

4. Admin-User: System Configuration and Security

Course Description: Intended for the IT or HR person in charge of system administration for the *HumanConcepts Organizational Planning Suite*, System Configuration and Security training provides them with all they need. For Org chart presentation, see the Presentation Training Class.

Length: 4 hours

Delivery Format: Web-based, Instructor-Led, Train-the-Trainer

Prerequisite: None

Audience: *HumanConcepts Organizational Planning Suite* Administrators

5. Admin-User: Presentation/Visualization

Course Description: The IT or HR person responsible for managing the presentation of org charts and directories will learn all they need from the topics covered in this Presentation Training

Length: 4 hours

Delivery Format: Web-based, Instructor-Led, Train-the-Trainer

Prerequisite: None

Audience: HumanConcepts Organizational Planning Suite Administrators

6. Admin-User: Comprehensive

Course Description: Brings the System Configuration and Security and Presentation training together into one complete course.

Length: 1 Day

Delivery Format: Web-based, Instructor-Led, Train-the-Trainer

Prerequisite: N/A

Audience: *HumanConcepts Organizational Planning Suite* Administrators

7. Custom Training

Course Description: Because generic courses may not work best for every organisation, HumanConcepts can accommodate all sorts of specific use cases by working with you to create a customised course where training material is specially customised for your implementation.

Length: Varies depending on use case. Please contact Professional Services for details

Delivery Format: Web-based, Instructor-Led, Train-the-Trainer

Prerequisite: None

Audience: Anyone

Previous Version: OrgPlus Enterprise

1. End User Training

Course Description: New users get a streamlined introduction to OrgPlus Enterprise on this course.

Length: 4 hours

Delivery Format: Web-based

Prerequisite: None

Audience: Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

2. Power User Training

Course Description: OrgPlus Enterprise power users learn how to use the product effectively for business planning and modelling on this vital course

Length: 4 hours

Delivery Format: Web-based

Prerequisite: End User Training

Audience: Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

3. Admin Training I

Course Description: Administrators learn how to configure OrgPlus Enterprise for security purposes

Length: 4 hours

Delivery Format: Web-based

Prerequisite: Power User Training

Audience: Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

4. Admin Training II

Course Description: OrgPlus Enterprise administrators learn how to build "templates" for specific views and reports in OrgPlus Enterprise with this course.

Length: 4 hours

Delivery Format: Web-based

Prerequisite: Admin Training I

Audience: Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

5. OrgPlus Enterprise Blueprint

Course Description: Blueprint Training provides an in-depth solution overview for OrgPlus Enterprise to enable creation of modelling scenarios and analyse key workforce metrics.

Length: 2 hours (includes lab exercises)

Delivery Format: Web-based

Audience: OrgPlus Enterprise Admins and End Users

6. OrgPlus Enterprise Archive & Compare Course

Description: Gain a detailed overview of the *HumanConcepts Archive and Compare* solution. Successfully create archived charts and produce and manage archived reports with this comprehensive course.

Length: 2 hours (includes lab exercises)

Delivery Format: Web Based

Audience: OrgPlus Enterprise administrators, OrgPlus Enterprise power user

Course Delivery Formats:

Web-Based Training

Our on-line training sessions utilise the most up to date web-conferencing technology. These sessions give flexible options for remote and widely distributed teams.

Instructor-Led Training (On-Site)

Formal instructor-led training for HumanConcepts solutions can be brought to you. When requesting this on-site training, you are required to provide adequate training facilities.

Train-the-Trainer

Our Educational Services Professionals can provide individuals from your organisation with the tools and knowledge necessary to train other members of the organisation.

Scheduling Online Training

Feel free to contact HumanConcepts Training for more information on dates and times. If you are interested in customized training courses, please email us at:

Visit www.HumanConcepts.co.uk

or call +44 (0) 1392 823 023

About HumanConcepts:

HumanConcepts enables enterprises to better manage organisational change of all types, including growth, rightsizing and reorganisation.

Using solutions from HumanConcepts, customers can achieve organisational agility, more easily understand how they are organised, plan for the future, and transition the workforce to its optimal state. Used by many of the world's largest organisations, HumanConcepts solutions provide immediate return on investment by enabling companies to reorganise faster, manage financial targets, stay in compliance and reduce both cost and risk. The company's products are certified by leading ERP and talent vendors such as Oracle, SAP, PeopleSoft and Lawson.

HumanConcepts is based in Sausalito, California, with offices in the United Kingdom and Germany.

Corporate Headquarters
3 Harbor Drive, Suite 200
Sausalito, CA 94965
USA

Tel: 1 (415) 332-3030
Fax: 1 (415) 332-1010
www.humanconcepts.com

sales@humanconcepts.com
service@humanconcepts.com

HumanConcepts UK Ltd
10 Blenheim Court
Exeter
Devon EX2 8PW
United Kingdom

Tel: +44 (0)1392 823023
Fax: +44 (0)1392 829159
www.humanconcepts.co.uk

sales@humanconcepts.co.uk
support@humanconcepts.co.uk

HumanConcepts Germany
Opitzstraße 12
40470 Düsseldorf
Deutschland

Tel: +49 (0) 211 641365-0
Fax: +49 (0) 211 641365-69
www.humanconcepts.de

sales@humanconcepts.de
support@humanconcepts.de