

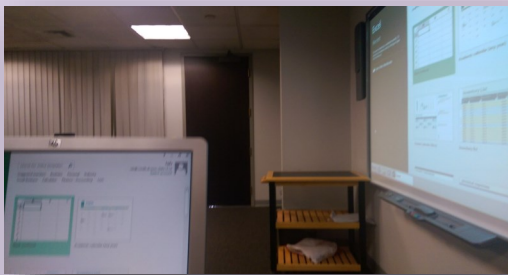
About Discovery

Hire our team to manage your organization's training programs, including:

- ◆ Onsite & Web training
- ◆ Curriculum development
- ◆ Student registration
- ◆ Learning course content
- ◆ Course marketing
- ◆ Employee skill assessment

Partner with DTS training to:

- ◆ **Increase** employee retention & morale
- ◆ **Build** efficiency & skill mastery
- ◆ **Master** internal tasks
- ◆ **Automate** manual processes
- ◆ **Solve** organizational problems
- ◆ **Reduce** compliance risks
- ◆ **Lower** data entry & report errors



As community partners, we:

- ◆ Partner with clients to succeed
- ◆ Advocate workforce development
- ◆ Administer tech service support
- ◆ Empower performance
- ◆ Accelerate skill application

Discovery Partnership Benefits

- Custom Onsite /Web training
- Onsite consulting services
- Onsite project management services
- 24 x 7 Training Schedules available for **All Shifts — Day, Night, Weekend**
- Experienced instructors for onsite, online classroom sizes
- Topic focused, 1– 3 hour courses with after class support and custom courses

Your Benefits

- Accelerate **learning** with custom labs
- **Flexible** scheduling for *all shifts*
- **Lower** training costs with boot camps
- Higher **morale & productivity**
- **Zero** out travel costs to train
- Gain **efficiency** with outsourced Registration, Assessment & Marketing
- Learn **best practices** in training
- Add **resourcing support** with Curriculum & Content Design services.

Invest in your teams & jumpstart change!

Discovery the partnership value DTS offers back to your bottom line and employee satisfaction!

HOW TO REACH US:



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(203) 269-2624



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Customized for your team.
Customized for your location.
Customized for your goals.

Discover our partnership excellence since 1993!
As an independent woman owned business, our award – winning boot camp sessions reinforce best practices with your protocols, hands-on lab and cutting edge training.

- ◆ Software training for Microsoft Office, MAC, Google, Adobe in *Basic, Intermediate, Advanced Levels*
- ◆ Conversion / Upgrade Training for *Microsoft, Google, Database, Adobe*
- ◆ Project Management training & consulting
- ◆ Database & Best Practices Labs in Raiser's Edge, *FileMaker, DonorPerfect, Access*
- ◆ Technology Etiquette & Communication Training including *Email & Social Media*
- ◆ Specializes Data entry & Clean-up Analysis ~ with *Protocol Manual* service
- ◆ Donor Cultivation & Fundraising Consulting
- ◆ Time Management Training
- ◆ Cloud & Desktop File Management, OneNote & SharePoint
- ◆ Email Training & Clean-up Services



PRICE LIST

1 Hour Boot Camp 1-1 / Team Coaching Session, Webinar, Workshop, Lunch & Learn or Roundtable	\$325
2 Hour Boot Camp Webinar, Workshop, Lunch & Learn or Roundtable Training	\$425
3 Hour Boot Camp & Lab Webinar, Workshop, Lunch & Learn or Roundtable <i>with Student Labs</i>	\$495
Town Hall Boot Camp—Any Topic All Employees Instructor Presentation with Onsite, Satellite, Video and/ or Web conferencing (any topic)	\$1000
Optional: <i>Printed Customized Coursebook / Job Aid</i>	\$3.00 Per book
<i>Electronic PDF Coursebook</i>	\$0.00
Employee Skill Assessments	FREE
Employee Registration Web Page	FREE
Learning Content Templates	Ask for Quote
Onsite consulting session	Ask for Quote
Onsite Training at Your Location	FREE
<i>Training Package Discounts Available</i>	

24 x7 Onsite Instruction Labs
Customized & Convenient
Flexible Scheduling

TOP BUNDLES

Choose from 100 topics
Select from Top Bundles below or
Customize your own!

Spreadsheet Skills – *Trending*
A 'must-have' foundation training to create, edit, format & distribute spreadsheets.

Data Clean-up & Pivot Power Session
Reduce lost time & learn to dedupe, correct, format & reuse data.

Technology Etiquette— *Trending*
Reinforce social media, email & systems best practices.
Includes Protocol template

Word & Desktop Publishing
Build Design, Editing & Publishing skills for first timers & veterans!

PowerPoint/ Slides (Basic/Advanced)
From design to display, master slide design & speaking skills.

Online/ Offline File Management
From first time computer user, upgraded team or power user, master next level Windows' skills!

Dashboard & Analysis Skills – *Hot!*
Learn data visualization & chart, Pivot tools & Paste tips.

Email, Calendar, Contacts & Tasks
From Basic to Advanced, save time & increase messaging and appointment skills.

FOR FULL COURSE LIST, GO TO
WWW.DISCOVERYTRAIN.COM/COURSES.HTML