



ABD SOFTWARE COURSE OVERVIEW

Promote consistency among the documents your organization produces; help adults learn more easily and process information; save development time and money

COURSE OVERVIEW

Do you need a simple tool that can streamline the creation of your training and procedure materials? Do you desire a congruent look to your materials while using a variety of personnel to create documents? Do you want to reduce your development time by as much as 33 percent? myCOREformance™ Software is your performance solution!

TBD Consulting's 1-day myCOREformance™ Software course shows you how to use the Arrangement by Design® (ABD) software to create procedures, policies, training materials and reports that effectively, concisely and clearly convey information. Our simple-to-use software brings consistency to materials while cutting down the repetitive work involved in creating online and hard copy materials.

COURSE OBJECTIVES

After completing this course, participants will be able to:

- See how ABD brings consistency and improved transfer of knowledge to corporate communication, policies, procedures and training materials.
- Efficiently create a step-by-step procedure in a “chunked” layout that allows for easy comprehension and use.
- Organize a procedure in a format tailored to online publication.
- Create icon-driven training materials that present content with clarity while minimizing facilitator preparation time and ensuring quality and consistency in delivery.

WHO SHOULD ATTEND

- Training and instructional design professionals
- Process improvement specialists
- Technical writers
- Policy and procedure specialists
- Administrative personnel

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www.tbdconsulting.com
LEADERSHIP TRENDS AND TODAY'S REALITIES BLOG
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