



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.

People, Process, Technology & Training Reinforcement

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

CONTACT US

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www.tbdconsulting.com

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<http://tbd-consulting.typepad.com/blog/>