


Web-based Finance Training for End Users

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Background



2003 Conversion	<ul style="list-style-type: none">• Just closed our 8th fiscal year in Datatel
Training Strategy	<ul style="list-style-type: none">• On-going, Monthly• General Ledger & Procurement
Training Format	<ul style="list-style-type: none">• Live Classroom

Issues

- Trainers are burned-out
- Staff do not have time for a half-day of training
- Difficult for staff at rural college to participate
- Training format is overwhelming to new staff...too much information is delivered at one time
- Training format does not adequately address the need for re-training or quick refreshers

Goals



To convert live, monthly training format to web-based training format



To break training materials down into small modules



To locate web-based training modules on District website

Tools

Software –
Adobe
Captivate

Staff member
with desire and
interest to learn
software

Training team
that supports
web-based
training strategy

Web location
for training
product

Support of
Senior
Administration

Benefits

- Staff can train at their convenience
- Staff can training at their own pace
- Staff can review materials, as needed
- Training is consistent & complete
- Materials can be updated easily
- Auditors love it!

Questions and Answers

